



## CAMPUS PROCEDURES FOR REPORTING HOURS UNDER THE AFFORDABLE CARE ACT

### PURPOSE

UPS Operational Policy: Determination of full time employee status for Affordable Care Act reporting outlines the University of Wisconsin System (UWS) provisions and provides guidance to university departments in complying with the Patient Protection and Affordable Care Act (“ACA”). The ACA requires UWS to offer health insurance to all employees, including temporary and student employees, who are considered to be “full-time employees” to avoid Employer Shared Responsibility penalties.

In order to be compliant with the ACA, UPS Operational Policy: Determination ACA, and [UPS Operational Policy: GEN 20 on Student Employment](#), UW-Green Bay has implemented the following procedures at the campus level.

### STUDENT EMPLOYMENT

#### STUDENT HOURS LIMITS

Student employees will be limited in the number of hours they may work in a week. The [UW-Green Bay Student Payroll Calendar](#) will determine the hours limit for each week. Students will generally be able to work up to a maximum of 25 hours per week during the Academic Year and a maximum of 40 hours per week during designated break periods. Hour limitations include any and all positions (work study, regular and lump sum) employed through UW-Green Bay and UW System schools.

#### STUDENT ACKNOWLEDGEMENT FORM

Due to the changes in student employment and the severity of potential penalties under the ACA, students will be required to sign a [Student Employment Acknowledgement](#) upon hire for any and all student help positions on campus. The Student Employment Acknowledgement outlines all student expectations, including student’s responsibility to abide by requirements under the UPS Operational Policy: GEN 20 and UW-Green Bay’s Campus Procedures for reporting including hour limitations, informing supervisors if multiple positions are held, as well as the university’s rights to end student employment for any reason, including failure to adhere to the hours limit.

#### SUPERVISOR ACKNOWLEDGEMENT

Upon hiring a student employee, student supervisors must complete the applicable student employment form. A supervisor acknowledgement is included on all student employment forms outlining the expectation that supervisors discuss the Student Employment Policy and any and all employment through UW-Green Bay and UW System with the student. It is the supervisor’s responsibility to coordinate with other supervisor’s hours that the student may work and discuss any violations and consequences with the student.

#### STUDENT LUMP SUM PAYMENT PROCESS

Per the [UPS Operational Policy: GEN 20](#), which outlines the University of Wisconsin System (UWS) provisions specific to student employment, all student workers should be paid on an hourly basis. If the work is unable to be constituted hourly, departments may submit a justification to Human Resources detailing why the payment cannot be processed on an hourly basis. Requests for lump sum payments



must be submitted for review prior to hiring a student and having work completed.

Human Resources will review the request and contact the department as to whether or not the request is approved. If the request is approved, the department will be required to track hours on the [Student Lump Sum timesheet](#) for any work performed on lump sum payment. Hours must be submitted to [payrollandbenefits@uwgb.edu](mailto:payrollandbenefits@uwgb.edu) by 10:00 a.m. on the Monday following the end of a pay period (per the payroll schedule). Failure to submit hours timely will result in a delayed payment.

For questions on lump sum payment eligibility or timesheets, please contact [Human Resources](#).