

# DEFINITION OF A STUDENT EMPLOYEE

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To be eligible for a student hourly position at UW-Madison, an individual must meet the following requirements:

1. The individual's presence on campus is primarily to be a student, not an employee.
2. The individual must be enrolled for academic credit at an educational institution. An educational institution includes:
  - a. An accredited institution of higher learning awarding associate degree or higher
  - b. Technical college
  - c. Vocational or trade school
  - d. High school

NOTE: Students attending another school other than UW-Madison will be required to show proof of enrollment/attendance.

3. Must be at least 16 years or older (some positions may require 18 years or older).

A student may not be employed prior to the first payroll calendar day of the student's first semester of enrollment. Summer eligibility is the only exception (see below). Students who graduate, or complete an academic semester and will not be enrolling in the following semester may continue to be employed as a student only through the last payroll calendar of the completed semester. Students who withdraw from school during a semester are no longer eligible for student employment as of the date of withdrawal.

In addition to the above requirements, to be eligible for summer positions, a student must be accepted for fall enrollment or be enrolled during the summer.

Occasionally, a student may be paid on a lump sum basis, as opposed to an hourly basis, if the nature of the work is not possible to keep track of on an hourly basis (see the Payroll - Timekeeping section for more information). Students paid on a lump sum must meet the above eligibility requirements.

Some student positions within University Housing may have more stringent requirements. These would be listed in the position description.