



13 May, 2005

To: SoE Department Administrators  
SoE Student Payroll Coordinators  
From: Business Office HR Staff

SUBJ: GUIDELINES FOR HIRING STUDENTS

The question comes up every year whether to hire a student as a Grad Assistant (TA/PA/RA) or a Student Hourly employee. This can be answered (albeit not always easily) by following the simple guidelines we've attempted to outline here. This is not an all-encompassing manual or policy statement, but just a condensation of the rules with some highlights. For a complete breakdown of the rules governing these policies, please see the OHR website: [Academic Personnel Office- Policies and Procedures](#). (Specifically see the Student Employment Wage Plan and the Unclassified Title Guidelines – Student Assistants.)

#### WHEN SHOULD THE STUDENT BE HIRED AS A STUDENT HOURLY EMPLOYEE?

If the work you are requiring is something that almost anyone can do, the position should be a student hourly employee. Some examples are filing, copying, shipping/mailing, clerical/receptionist, errand-running, custodial, etc. The School of Education maximum for a Student Hourly employee is \$15/hour. If you think your situation requires a Student Hourly appointment and you wish to exceed the \$15/hr maximum, please submit a request via email or memo to the Business Office for approval.

#### WHEN SHOULD THE STUDENT BE HIRED AS A GRAD ASSISTANT?

If the work requires a skill or experience that the candidate acquired through the earning of an undergraduate degree, or is related in any way to the candidate's master's or PhD course of study, the individual should most likely be hired as a Grad Assistant. Some examples of this type of work are research, grading, teaching, etc.

We all know that the department is charged for fringe benefits and tuition remission for Grad Assistant hires but is not charged for Student Hourly employees. However, **SAVING MONEY IS NOT A FACTOR IN DETERMINING THE TITLE OF THE POSITION!** The duties of the position dictate the title, not the cost to the department. If you have any questions, please feel free to contact any of us listed below.

Thanks in advance for your cooperation.

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