



## University of Wisconsin-Stevens Point

Business Affairs  
Human Resources and Affirmative Action

Stevens Point WI 54481-3897  
715-346-2606 Fax 715-346-3698  
Email: [hr@uwsp.edu](mailto:hr@uwsp.edu)  
Web site: [www.uwsp.edu/hr](http://www.uwsp.edu/hr)

### ACA & My Work Hours – What Do I Have to Do?

In a nutshell, new federal mandates related to the Affordable Care Act (ACA) means that UWSP needs to more closely monitor student work hours.

- In the past, you may have waited until the end of the pay period to enter your work hours. In order to effectively monitor total work hours student employees need to enter their work hours on a **daily** basis.
- The new UWS mandate is that during the academic year, no student may work more than 25 hours a week (Sunday - Saturday), at any combination of positions.
- Maximum hours are per **week**. We have to change our way of thinking and remember that a total of 50 hours in a pay period, does not mean you can work 35 hours in week #1 and 15 hours in week #2 if the maximum hours per week is 25.
- You will be accountable for your work hours, and will be signing an ACA acknowledgement form. Violating maximum hours may result in disciplinary action, as the campus cannot afford to pay the astronomical penalties for violating maximum work hours.
- The maximum number of work hours is 25 per week during academic semesters and 40 per week the remaining weeks.

Our campus policy has been students are limited to 20 hours a week on average during the academic year. This, in the past, might mean a bookstore or IT employee might usually work 12 – 15 hours a week, but the first week of classes (due to high traffic in their area) may work 30 hours. That was ok, because the average over the course of the semester would still be under 20 hours a week. This is no longer the case.

The 25 hour maximum per week, for most students will not be an issue. However, for those with more than one job or a job that has allowed students to go beyond the 20 hour limit, adherence to this mandate is critical. With over 3,000 students being paid each year, you can imagine how challenging this will be.

If you work multiple jobs on campus please notify ALL of your employers. Keep in mind the 25 hour maximum applies to the combination of all campus jobs.

We ask for your patience as we move forward with this compliance process.

If you have questions, please feel free to stop by or contact the Student Payroll Office.

Jake Shearier  
Student Payroll Office  
116 Old Main  
[jshearie@uwsp.edu](mailto:jshearie@uwsp.edu)  
715-346-4085