Requestor

Name	Kovar, Abby **UWSPID** ▮ **EmplID** ▮ **Email** akovar@uwsp.edu
Request Date Request Date	2/26/2026 4:19 PM

⌃ Employee

Employee Name	▮ **Employee UWSPID** ▮ **Employee EmplID** ▮
Employee Replacement	☐ This is a replacement employee
Employee Home Division	Finance and Administration
Employee College	
Employee Sup Org	Employee Relations_SH - HR
Workday Job Requisition Number	JR12345678
Workday Job Requisition Title	Example PAP Hire

⌃ Position

Start Date	3/9/2026
Proposed End Date	3/13/2026
Position Business Title	EXAMPLE PAP STUDENT
Pay Type	Lump
Hourly Pay Rate or Lump Amount	$200
Anticipated hours Worked Per Week	5
Position of Trust with Access to Vulnerable Populations	Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. This category also includes employees who are not directly working in those units, but have unsupervised access to the unit when the vulnerable population is present. This category does not include faculty or instructional academic staff performing regular teaching, service, and research responsibilities unless these responsibilities include unsupervised or significant access to vulnerable populations. No
Position of Trust	Defined as: Having property access, financial/fiduciary duties, and all executive positions. No
Additional Information	UW Background Check Policy
Submitter Notes	Any special notes to pass along to HR about this hire TESTING DO NOT PROCESS

⌃ Position Posting Request

Job Posting Disposition	Unpost this position, but leave it open. If I need to repost it, I will reach out to HR@uwsp.edu

⌃ Funding

Driver Worktag Type	Driver Worktag ID	Cost Center	Fund	Function	Activity	Account Mgr	Percentage	Remove
Program	PG000003179 PG000003179-UWSTP | HR | Human Resources	CC000947 CC000947-UWSTP | HR | Human Resources	FD0102 FD0102	FN0100 FN0100-Institutional Support		Braatz, Andrew 00906289	100	⊗ Remove Row
⊕ Add Another Account							**Total** 100	

Submit

✓ Accept Task ⊗ Close Without Saving		🖫 Save 🖫 Save and Close for Later

Request Number HRSH-20260226-00120572

Routing Slip

	Participants	Signature	Completed	Status	Result	Comments
	Student Hire HR Processing	**2/26/2026 5:27 PM**				
	Kovar, Abby			*Active*		
	Bertram, Tom			*Active*		
	Shearier, Jake			*Active*		
	Notify Requestor of Receipt of Student Hire Form		**2/26/2026 5:27 PM**			
	Kovar, Abby		2/26/2026	Notified		
	Initiator					
	Kovar, Abby		2/26/2026	Completed		