



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
Web site: www.uwsp.edu/hr

University Student Employee Acknowledgment of ACA

The UW System Student Employment Policy ([GEN 20](#)) outlines the University of Wisconsin Systems (UWS) provisions specific to student employment and provides guidance to university departments in complying with the Patient Protection and Affordable Care Act of 2010 ("[ACA](#)") as they relate to student employment. If you would like to view this policy refer to:

<https://www.wisconsin.edu/ohrwd/download/policies/ops/gen20.pdf>

Acknowledgment of Receipt:

- I acknowledge that I have been informed of [ACA](#) and the UW System Student Employment Policy ([GEN 20](#)) and I understand that it is my responsibility as a University Student Employee to read this statement and abide by the University's policies.
- I understand my work hours are established by my employer and may be further limited.
- I also understand that as a student employee under this policy, there is a limit of 25 combined working hours per week for campus student employment during instructional weeks and 40 hours during non-instructional weeks as referred by the attached "[Calendar](#)"
- I understand it is my responsibility not to exceed the limit among all campus jobs.
- If I have any questions about the statement or university policies, I understand that I need to ask my supervisor or contact the UWSP office of Human Resources for assistance.
- I understand I need to report hours worked after every shift to help ensure accurate monitoring and compliance.
- I understand that failure to comply may result in disciplinary action.

Complete the information below and then send the completed form to Human Resources at Old Main, Room 116, 2100 Main St, Stevens Point, WI 54481.

Employee's Name (printed): _____

Signature: _____

Date: _____

Employee ID#: _____

Department Name: _____