

ACADEMIC STUDENT EMPLOYEE HANDBOOK

2026-27

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FSNH Staff Contacts

FSNH Main Office

305 Raitt Hall

General office hours: 9:00 a.m.-5:00 p.m. (*individual schedules may vary*)

Nichole Maiman Waterman, *Operations Manager, Student and Academic Services*: nspfund@uw.edu

For most things related to your appointment, including position expectations, time schedule, learning technologies, document management, training, performance evaluations, and general course support (e.g., course supplies, equipment, textbooks, guest parking, course evaluations, etc.)

Michelle Trudeau, *Administrator*: michtru@uw.edu

For timesheet and time tracking approval in Workday, HR compliance, etc.

Jenifer Pesicka Hiigli, *Director of Student and Academic Services*: jpesicka@uw.edu

Lisa Nordlund, *Senior Adviser*: ugnutr@uw.edu

For undergraduate student and academic success concerns, Food Systems major/Nutrition minor questions, resource referrals, etc.

Logistics and Position Overview

UW Human Resources

Student Employment Information

Visit the [Student Employment](#) page on the UW Human Resources (HR) website for general information about working at UW as a student including eligibility and hiring processes, time off and leave policies, required trainings, support resources, and more.

Timesheets and Time-Off Tracking (Workday)

The University of Washington uses [Workday](#) to process payroll for all employees. Academic Student Employees (ASEs) should be responsive to emails from Workday and/or UW HR about various requirements and processes.

Timesheets are due on the final day of each pay period (the 15th and the last day of the month).

It is very important to meet timesheet submission deadlines so that they can be approved and processed before the payroll cutoff. We highly recommend that you set reminders on your calendar to submit your timesheet on the 15th and last day of each month.

Please note that you may still need to submit a timesheet even if you have zero (0) hours worked during a pay period. Also, it is not possible to access Workday timesheets after the end of an appointment, so enter your hours just before your appointment date ends.

- **Hourly ASEs** (reader/graders) are limited to 19.5 hours of work per week by the [ASE union contract](#) (see Union Affiliation for more information). You are required to track hours worked and submit timesheets in Workday. Hours may be entered as worked, but timesheets should only be submitted at the end of each pay period.

Find general information about Workday for hourly staff and links to user guides on the [Employee Workday Help website](#).

- **Salaried ASEs** (teaching assistants, research assistants, graduate staff assistants, and predoctoral instructors), are limited to 220 hours of work per quarter (20 hours/week average) by the [ASE union contract](#) (see Union Affiliation for more information). While you are not required to enter hours on a timesheet, you are encouraged to track your hours separately to make you stay within the contracted limit.

You are, however, required to request and track the use of paid holidays and sick time off in Workday. This can help ensure you can use the time-off awards granted by your contract. *Note: you do NOT need to enter vacation time off.*

Visit the [UW Human Resources](#) website for more information about time-off policies and common questions.

Union Affiliation

Your ASE appointment is governed by a [collective bargaining agreement](#) between the University of Washington and [UAW Local 4121](#).

Both you and the University of Washington are bound by the terms of this contract, so it is important for you to familiarize yourself with its provisions prior to accepting and while holding your appointment. You will be offered an opportunity to join UAW Local 4121 and can find more information regarding membership on the UAW Local 4121 website. They also provide some excellent resources that can provide support for your position.

Appointment Duties, Expectations, and Performance Evaluations

Plan to meet with your appointment supervisor before and regularly during your appointment to discuss your position's responsibilities and expectations. Your appointment will always begin prior to the academic quarter, and you must be available to support your supervisor starting on that date. Even if your role starts during a school break and you are not on campus, you are still expected to work if your supervisor requests your assistance. Also note that your appointment may end shortly before or after the end of the quarter, and you may be asked to support your supervisor through finals week.

Your supervisor will complete a performance evaluation for you at the end of your appointment. We encourage you to review the evaluation form with your supervisor at the beginning of your appointment so that you are familiar with the criteria used to assess your work. Ask questions and seek clarification if anything about the expectations for your position is unclear. For example: What is your supervisor's preferred mode and frequency of communication? What is the expected response time to communications from your supervisor and/or to students? You are also encouraged to ask for performance feedback periodically during the quarter as it will give you an opportunity to make adjustments and help prevent any surprises at the end of the quarter.

Please remember that while your ASE experience can be a learning opportunity, it is still a job. You must remain in communication with your supervisor (and fellow course ASEs, if applicable) throughout the entirety of your appointment, be on time for meetings and/or classes/sections (if your attendance is required), and complete requested tasks by their assigned deadlines. ASEs are integral to our courses in FSNH, and faculty and students alike rely on your support. We understand that life can get hectic, but this job is important, too. If you find yourself getting overwhelmed as the quarter progresses, please talk to your supervisor and/or FSNH Student and Academic Services staff to help you prioritize your responsibilities to make everything work.

Workplace Concerns

Occasionally, issues may arise in relation to your ASE appointment. Some examples could be the expectation of working more hours than stipulated in your appointment contract, difficult or inappropriate communications between you and a fellow ASE or supervisor, or perceived discrimination in a classroom context, among others.

You have multiple avenues when navigating these concerns:

- Informal resolution: You are encouraged to attempt to address issues informally as they arise. When comfortable and appropriate, first discuss the concern directly with the relevant instructor, staff member, or peer. This may include requesting clarification, sharing the impact of the concern, and identifying a reasonable path forward.
- Consultation with the SAS Director: If informal resolution is unsuccessful or uncomfortable, you are welcome to reach out to the SAS Director for support. They can help you think through your options and brainstorm possible next steps. Consultation does not require you to pursue a particular course of action.
- Additional resources or formal processes: Depending on the nature of the concern, next steps may include contacting the [ASE union](#), [Office of the Ombud](#), [Civil Rights Compliance Office](#), or another appropriate UW office or formal complaint process. The SAS Director can help you identify relevant resources and understand your options.

If you have an immediate concern, like those involving safety, harassment, discrimination, retaliation, or other urgent matters, you should always report it promptly through the appropriate University or emergency resource. If you are unsure who to contact, please consult the SAS Director for support.

Course Evaluations

TAs who lead quiz or lab sections will be assessed via a separate course evaluation by students in that section. Reader/graders (RGs) are not assessed through official course evaluations. Find general information about course evaluations on the [Office of Institutional Assessment & Evaluation website](#).

You will receive an email during the quarter with more information. That email is also the prompt for you to speak with your instructor about when to do course evaluations with your section(s). All evaluations will be ordered by FSNH staff.

Best practice is to allow 10-15 minutes of class time for students to complete the online form, and for the instruction team to step out of the room.

Course Support and Resources

Learning Technologies Training

UW-IT offers free workshops to current UW students, faculty, and staff for teaching tools such as Canvas, Panopto Lecture Capture, and Poll Everywhere. All TAs and R/Gs should take a Canvas workshop in preparation for their position.

For general information and links to help documents, visit:

- [Canvas](#)
- [Panopto](#)
- [Poll Everywhere](#)
- [Zoom Video Conferencing](#)

Classroom Assignments

Room assignments are listed in the quarterly [Time Schedule](#). Detailed information about classrooms, including room layout and size, number of student seats, equipment, photos, etc., is available online. You are encouraged to visit your classroom(s) before the start of the quarter to determine whether you will require a laptop adapter or other supplies.

Upper Campus Classrooms

- There will be a note if a [Technology Key](#) or Husky Card is required to access your room's equipment.
- Please [report a problem with your classroom](#) to Academic Technologies and send a note to nspfund@uw.edu as soon as possible. FSNH staff may be able to help you rectify the situation more quickly.

Health Sciences and South Campus Center Classrooms

- There will be a note if a key or Husky Card is required to access your room's equipment.
- Contact Classroom Services (CRS) at 206-543-6729 or crshelp@uw.edu with any questions. Located in T-291A, they are available Monday-Friday, 8:00 a.m.-5:00 p.m.

Office Hours or Make-Up Exam Scheduling

To reserve one of the three private offices in the FSNH Student Center (Raitt Hall 229) for office hours, reach out to nspfund@uw.edu with your request for a recurring date and time for the quarter.

We can also help you reserve space for students to take a make-up exam or complete another class-related activity. The options in Raitt Hall are room 229 (both the larger space or one of three private offices), 311 (small conference room), and 330-D (medium conference room). Depending on the location, someone in the FSNH main office may need to unlock the door for you. FSNH staff can also reserve space in other buildings on campus.

Health Sciences Equipment Pickup

For courses held in Health Sciences, instructors may reserve a laptop or other equipment from Classroom Services (CRS) for use during class. If the instructor has equipment reserved, they may task you with picking it up right before class from T-291A and returning it immediately afterward. You may also be asked to contact CRS to make reservations for special equipment (e.g., delivery and setup of a table for a course session that will involve panel presenters). Please contact the Administrator for budget numbers if asked to provide payment.

CRS has a cancellation policy and may charge a fee for equipment reservations that have been canceled fewer than 24 hours in advance or for equipment not picked up on the arranged pick-up date. Please notify them as soon as possible at 206-543-6729 or crshelp@uw.edu if you know the equipment will not be needed. Be sure to include the course number, date(s) you need to cancel equipment pickup, instructor name, and room number.

FSNH Supplies and Services

Textbooks

If you receive a desk copy of a course textbook at the start of the quarter, be sure to return it to the instructor or FSNH staff in the main office at the end of the quarter.

Laptop Adapters

If you are leading quiz sections, we have a variety of adapters available for your use during the quarter. If what you need is not available, please provide a description or the URL to one that will work, and we'll try to order it.

Printing/Copying/Scanning

There are two options for printing, copying, and scanning:

- Main office Ricoh printer (please see FSNH staff if you need assistance)
 - Please print double-sided and black and white
 - Documents can be printed from a flash drive
 - Colored paper is available for your use
- [Creative Communications](#) (for large print jobs): please contact nspfund@uw.edu for approval and budget numbers. Forward order confirmations to nspfund@uw.edu.

Thank-You Notes

Blank notecards and envelopes are available from the FSNH main office. Give written and addressed thank-you notes to FSNH main office staff, and they will take care of putting them in Campus Mail or USPS (staff will add postage). For Campus Mail, please search the [UW Directory](#) for the employee's mailbox number.

Parking for Guest Speakers

FSNH staff can arrange parking for guests who do not work on the Seattle campus. We are unable to provide reimbursement for other forms of transport (public transportation, rideshare, taxi, etc.). If possible, submit a single request before the start of the quarter with information for all guest speakers. If not, please make individual requests two to three weeks in advance. To request arranged parking, email nspfund@uw.edu with the guest's name, course number, and date of visit.

FSNH staff will email you driving directions and parking information to forward to each guest speaker.

Course Document Management

Instructors are required to retain all student exams, papers, projects, and other assignments (hardcopy and electronic) for one quarter beyond the end of the course's end date. All physical and electronic student materials, including exams, papers, etc., must be in the instructor's or FSNH's possession at the end of the quarter. If you have any electronic student materials outside of Canvas, securely transfer them to the instructor and then delete your copies. If you or the instructor would prefer FSNH to store any physical materials (paper exams, notebooks, etc.), please drop them off with FSNH main office staff.

Working with Students

FERPA

The Family Education Rights and Privacy Act (FERPA) is a set of regulations that apply to institutions receiving funding from the Department of Education. The law was written specifically for students and guarantees them the right to inspect and review and seek to amend their education records, as well as have some control over the disclosure of information from those records.

You are responsible for understanding and following FERPA regulations; familiarize yourself with its details by reviewing UW's [FERPA website](#) and taking the [FERPA Training Course](#). Note that legally protected information, such as grades, cannot be shared via email *under any circumstances*.

Electronic Communications

It is highly recommended that all electronic communications with students be done via Canvas to ensure student privacy and record retention. You can encourage this behavior by noting on the course's home page for students to reach out to you only through Canvas and by not providing your email address.

If your position requires you to engage with students, staff, faculty, and community partners outside of Canvas on behalf of the instructor or FSNH, please use your UW email.

Student Athletes

Student athletes are responsible for providing you with their practice/meet schedule on an official UW Student Athlete form. They are also responsible for working with you and the instructor to create a plan for any missed assignments or exams. Not all students will need special accommodation for missed classes/quiz sections, but if they do, you should always be provided with the official form.

Registration/Section Changes

Please refer students asking to register for courses or change sections to FSNH undergraduate advising at ugnutr@uw.edu.

Student Referrals

First and most important: never hesitate to consult with FSNH Student and Academic Services staff about any student issues, big or small. If you are unsure where to start, reach out to the SAS Director, who can help determine next steps.

If you are working with a student interested in the Food Systems major or Nutrition minor or they need a referral for other services (including advising) please guide them to the information outlined on the [undergraduate advising page](#) of our website and encourage them to make an appointment with advising staff.

If you are working with a student who needs a more direct handoff via email, please include us in your message to the student by copying ugnutr@uw.edu.

If you have emergency concerns about a student's safety and well-being, please reach out to [Safe Campus](#), the UW's violence-prevention and response program, at 206-685-7233, and let the SAS Director know about the situation immediately. If you need us to reach out to a Food Systems student who is struggling academically or otherwise, please let the SAS Director or Senior Adviser know by sharing the student's name and the nature of your concern.

Disability Resources for Students

General

Students who qualify for [Disability Resources for Students](#) (DRS) may request specific accommodations (e.g., note takers, time-and-a-half on exams, etc.) to help them succeed in the course. DRS will email the instructor(s) of record a notification for every student in the course who is registered with DRS. Discuss DRS accommodation with the instructor and identify who (you or the instructor) is expected to communicate with the student about accommodation throughout the quarter.

After contacting the student, the instructional team has done its due diligence, and it is up to the student to communicate if they want accommodation. If the student responds to your message, everyone should work together to figure out the plan. The SAS Director or Senior Adviser can provide some guidance, and staff at DRS are very willing to help. They can be found in 011 Mary Gates and reached at uwdrs@uw.edu or 206-543-8924.

Exams

[Alternative testing accommodations](#) can be facilitated by your course's instructional team, FSNH advising staff, or through the DRS Testing Center or Proctoring Service. Students should discuss their preferred testing location with their instructor; however, faculty make the final decisions about whether an exam will be accommodated in Raitt Hall or in DRS during business hours. Please see the link above for more information.

If scheduling the exam at the DRS Testing Center, you will be required to provide your cell phone number – and answer your phone – if any questions come up during the exam.

To reserve a room in Raitt Hall, see [Course Support and Resources > Office Hours or Make-Up Exam Scheduling](#).

SPH Access & Advocacy Coordinator

SPH has its own Access & Advocacy Coordinator who focuses on implementing accommodations and other DRS services for students with disabilities enrolled in SPH courses. If you are curious to learn more about the DRS process, how to support students with disabilities, or get some advocacy support, please reach out to sphaccess@uw.edu.

Religious Accommodation

It is the policy of the University of Washington to reasonably accommodate students' religious observances in accordance with state law. Any student seeking reasonable accommodation must submit their request to the Office of the University Registrar within the first two weeks of the course. Additionally, this exact statement is required in each course syllabus and on Canvas:

Washington state law requires that UW develop a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The UW's policy, including more information about how to request an accommodation, is available at [Religious Accommodations Policy \(staff-faculty/religious-accommodations-policy/\)](#). Accommodations must be requested within the first two weeks of this course using the [Religious Accommodations Request form \(/students/religious-accommodations-request/\)](#).