STUDENT EMPLOYMENT at UNCG
Agenda

- Providing on Campus Opportunities
- Student Employment Regulations
- How to Hire
- Finding the Right Candidate
- Hiring Process
- Documentation
- F.Y.I.'s
Why Hire?

- Provide opportunities to students with need
- Help student’s build professional skills
- Exposure for department
- Gain assistance within department
Departmental Hourly vs Federal Work Study
Student Employment Regulations

- Students cannot exceed 28 work hours per week
- FWS students cannot exceed 20 work hours weekly
- Student positions cannot replace full time positions
- Students cannot hold more than 1 FWS position in a pay period
- FWS students can only earn 1/2 of their full FWS award amount in the fall semester
<table>
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<tr>
<th>Student Benefits:</th>
<th>Access personalized job recommendations based on major and interests</th>
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<td>Register for Career Fairs and professional development events</td>
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<td>Manage resume building tools, applications and on-campus interviews</td>
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<td>Schedule appointments with Career &amp; Professional Development</td>
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<td>Employer Benefits:</td>
<td>Ability to download full student application documents</td>
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<td>Ability to include external link to additional application materials</td>
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<td>Enhanced mobile experience - update job postings, view applicants, and more all while on the go using Handshake's responsive design</td>
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<td>All FWS job positions posted by hiring supervisors (Step-by-Step instructions available)</td>
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<td>All student employees are strongly encouraged to apply via Handshake</td>
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How to Hire

1. Register in Handshake
2. Post jobs
3. Submit job paperwork for selected candidate
4. Review and interview applicants
5. Expire posting
6. Select candidate
7. Submit paperwork for selected candidate
8. Review and interview applicants
9. Expire posting
10. Select candidate

Repeat the cycle for each new hire.
Who is Qualified?

- Experience builder
- FWS awarded/Non FWS awarded
- Encourage growth
- Build professional skills
You’ve Hired!!

Now What?
| **19** | Must be complete on or before student’s first workday |
| **Direct Deposit and Tax Forms** | Payroll instructions will be provided to student by SEO |
| **Action Form/EPAFs** | Forms MUST be turned in by the 23rd of each month; EPAFs submitted by 24th |
| **Time Sheets** | MUST be turned in by the 10th of each month *NOV, DEC* (refer to payroll) |
| **Student Work Schedule Forms** | Must be maintained in department records with student timesheet |
| **Declining Balance Sheets** | Must be maintained by student employee and supervisor |
I-9 Form

Must be completed before the student starts working

No Remote option available

Must have original documents, no photocopies.

Full List of acceptable identification documentation at https://cpd.uncg.edu/studentemployment/resources/
How to complete I9 Process

1. Make appointment via Handshake
2. SEO will approve appointment and email I9 link to student
3. Complete Page 1 of I9 form
4. Bring verification documentation to appointment
Federal Work Study
Student Action Form

*Submit to the Student Employment Office AFTER student completes I-9 (FWS Only)
**Work Schedule Form**

*Submit to the Student Employment Office AFTER student completes I-9*

*Action Forms MUST be completely filled out & sent to SEO@UNCG.EDU*

![Work Schedule Form](image-url)

Please attach this completed work schedule to the timesheet. This information is required by the US Department of Education per 34 CFR 675.19 (b) and state auditors for all Federal Work Study participants for every week of work on the timesheet.

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<th>END TIME</th>
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F.Y.I.’s

- New FWS hiring process
- SEAW (Student Employee Appreciation Week)
- SEOTY Award (Student Employee of the Year Award)
Questions?

https://cpd.uncg.edu/studentemployment/supervisors/
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SEO@uncg.edu

Student Employment Office

Financial Aid
FINAID@uncg.edu

Human Resources
HROPS@uncg.edu