



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

Handshake

Student Benefits:

Access personalized job recommendations based on major and interests

Register for Career Fairs and professional development events

Manage resume building tools, applications and on-campus interviews

Schedule appointments with Career & Professional Development

Handshake

Employer Benefits:

Ability to download full student application documents

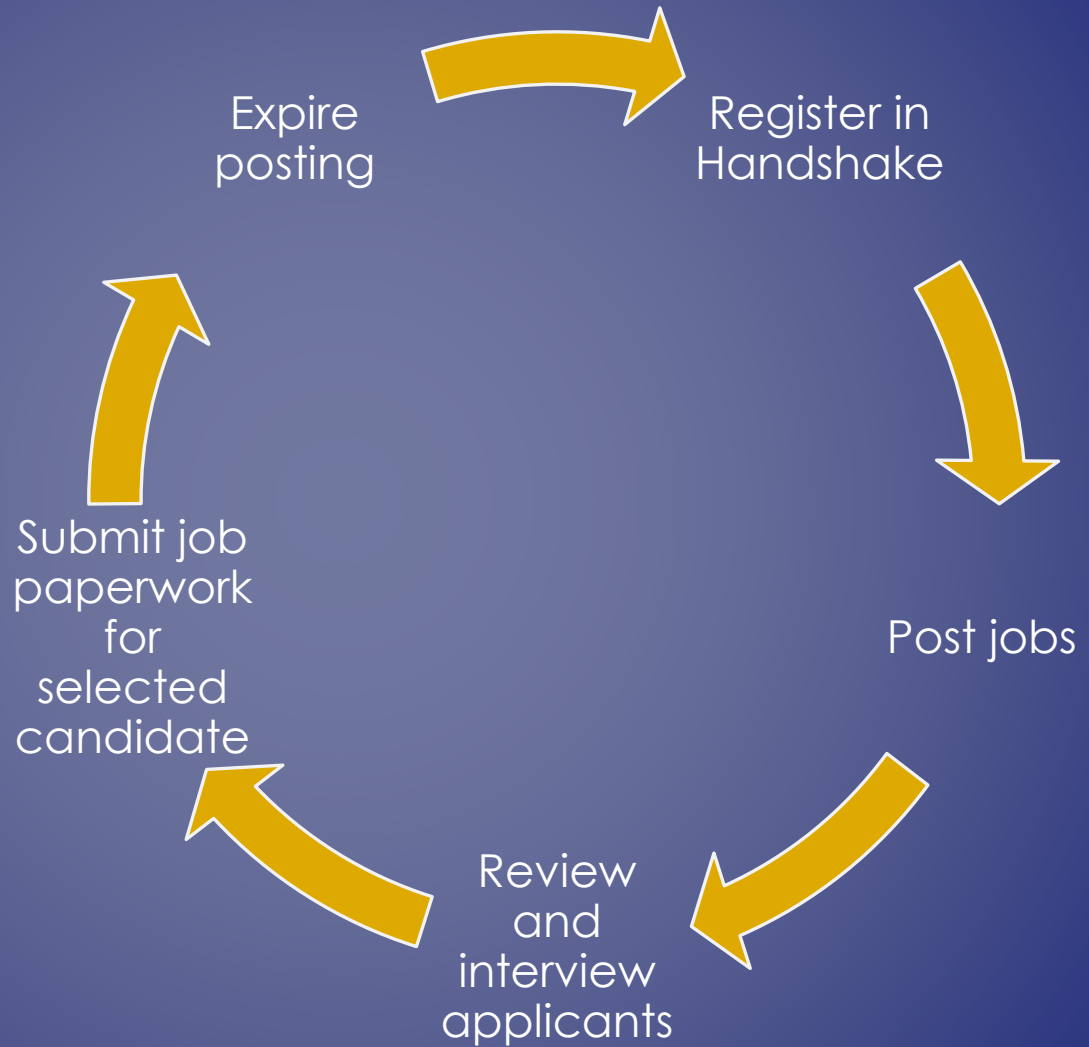
Ability to include external link to additional application materials

Enhanced mobile experience - update job postings, view applicants, and more all while on the go using Handshake's responsive design

All FWS job positions posted by hiring supervisors (Step-by-Step instructions available)

All student employees are strongly encouraged to apply via Handshake

How to Hire



Who is Qualified?



Experience builder



FWS awarded/Non FWS
awarded



Encourage growth



Build professional skills

A close-up photograph of two people shaking hands. The person on the left is wearing a light grey suit jacket with four buttons on the cuff. The person on the right is wearing a dark navy blue suit jacket. The background is a plain, light-colored wall.

You've
Hired!!

Now What?

Documentation

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

On-Campus

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)**

FWS-MANUAL FORM
Rev 03/2010

The University of North Carolina at Greensboro
Federal Work-Study Student Action Form

W:\Payroll\2 Payroll Issues\SPA -
Student Training Documentation

This form is to be filled out **completely** by the department when hiring or making a change to a work-study student's employment status. Return this form to the Student Employment Office immediately for New Student Assignment or Reassignment of returning student. This form must be received in the Student Employment Office by the 30th of the month for the student to be paid on the last working day of the following month (e.g. Received by Sept. 30th, paid Oct. 31st). **Failure to submit this form by the deadline will result in a delay in the student's pay.**

(check one)		
<input checked="" type="checkbox"/>	New Student Assignment for 2012 - 2013 academic year	
<input type="checkbox"/>	Reassignment of returning student for _____ - _____ academic year	
<input type="checkbox"/>	Change in Rate of Pay At the start of a new pay period ONLY (e.g. January 11 th)	
<input type="checkbox"/>	Notice of Separation Number of hours student worked in the current pay period _____ (total hours)	
<input checked="" type="checkbox"/> Verified the total Federal Work-Study Award is \$ _____. No more than 1/2 of the award can be used in Fall Term.		
PPAIDEN – IDENTIFICATION FORM: BANNER/STUDENT ID #: _____		
Name of Student (Last, First, M.I.): _____		
Payroll Address (PY): _____		
City: _____	State: NC	Zip Code: _____
Citizenship: <input checked="" type="checkbox"/> Citizen Birthdate: _____		
PEAEMPL – EMPLOYEE FORM: EMPLOYEE CLASS: WS/WG Current Hire Date: 9/11/12		
<small>WS for Undergraduate/WG for Graduate</small>		
HOME DEPARTMENT ORG#: 44603		CHECK DISTRIBUTION ORG#: 44603
INS I-9 Completion Date: _____		
NBAJOBS – EMPLOYEE JOB FORM:		
(JOBS DETAIL TAB)	POSITION #: W99873	SUFFIX #: 0 RATE: \$ 9.50
EFFECTIVE BEGIN DATE OF ACTION: (2 /11/12) or (/ /)		PERSONNEL BEGIN DATE: 2 /11/12
<small>(Effective Begin Date of action should be start of new pay period e.g. 11th – Personnel Begin Date will be equal to Effective Begin Date of Action.)</small>		
<small>(If the Employee has a Last Paid Date on NBAJOBS, then the Effective Begin Date of Action will be the 1st of the month following the Last Paid Date - the Personnel Begin Date will be the 11th of the month in which the action should have taken place.)</small>		
JOB BEGIN REASON: <input checked="" type="checkbox"/> Authorized (AUTH) <input type="checkbox"/> Rate Change (RATE)		
(LABOR DISTRIBUTION TAB)		
Federal Fund (SEO will fill in)		<input checked="" type="checkbox"/> State Fund # or <input type="checkbox"/> Department Fund # (25% Match - Revenue Depts Only)
148503 - 140220		118001 - 140220 or _____ - 140220
EFFECTIVE END DATE OF ACTION: 5 /10/13		PERSONNEL END DATE: 5 /10 /13
<small>(Effective End Date of actions should be end of pay period e.g. 10th – Personnel End Date will be equal to Effective End Date of Action.)</small>		
JOB END REASON: Select One		
<input type="checkbox"/> Cancelled/Loss of Eligibility (CNCL) <input type="checkbox"/> Earned Max Award (EARN) <input type="checkbox"/> Resigned (RESN) <input checked="" type="checkbox"/> Terminated (TERM)		
ORIGINATING DEPARTMENT INFORMATION		
HOME DEPARTMENT FULL NAME: Career Services Center (FWS Community Service)		
Name of Student's Supervisor (please Type or print): Tricia Lamar		Phone # 256-0387
Position Title of Hired Student: _____		
I attest that the information on this form is accurate and complete to the best of my knowledge.		SEO USE ONLY – Copy to HR
Authorized Signature _____	1 st Time Entered in Banner: Initials _____ Date _____	Initials _____ Date _____
Print Name: Tricia Lamar	Changes: _____	ENTERED IN SPA HR
Date: _____	Initials _____ Date _____	Initials _____ Date _____

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

WEEK OF: _____

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.

EMPLOYEE NAME:	EMPLOYEE NUMBER:
DEPARTMENT:	SUPERVISOR:

DATE	START TIME	END TIME	HOURS ENTERED ON TIMESHEET
Date			
Date			
Date			
Date			
Date			
Date			
Date			
WEEKLY TOTALS			

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/>

Student Employment Contacts

Student
Employment
Office

Yejide Hicks
SEO@uncg.edu

Financial
Aid

FINAID@uncg.edu

Human
Resources

HROPS@uncg.edu