INSTRUCTIONS FOR COMPLETING THE FEDERAL WORK-STUDY ACTION FORM
JOB ECLASS (WS – UNDERGRADUATE)

Type of change –
1. Please check the box for the appropriate action to be taken as well as the academic year, if applicable for action.
2. Verify the total monetary Federal Work-Study Award.

PPAIDEN (Identification Form) –
1. Submit the Banner ID# of the employee. Remember, all students have a Banner ID#.
2. Complete the Employee Name information as Last, First, then Middle Name/Initial. Remember this must match the name listed on the Social Security Card EXACTLY.
3. Complete the Payroll Address (PY) information for the employee including the city, state and zip code. This should be a local address.
4. The following information is required in order to make the student an employee in Banner HR. Mark the appropriate box for the following information (necessary in Banner in order to make the student an employee):
    a. Citizenship – Defaults
    b. Birth Date (mm/dd/yyyy)

PEAEMPL (Employee Form) –
1. The Employee Class defaults on the form for Work-study. (WS=Undergraduate)
2. Enter the hire date of this job. This will be the 11th of the month in which the employee starts this original job.
3. Enter your Home Department Organization.
4. Enter your Check Distribution Organization.
5. Enter the I-9 completion date. This information can be found on the Yellow I-9 card supplied by the Student Employment Office. The student MUST present this card to you prior to being hired.

NBAJOBS (Employee Job Form) –
1. Enter a unique Position # for this job based on the Pooled Departmental Position # set up by Budgets for this department. The beginning alpha digit for Work-study Employees' is 'W'. The Suffix will always be '00' for Work-study jobs. (the Suffix will default and is not overrideable.)
2. Enter the hourly Rate of Pay for this employee.
3. Enter the Effective Begin Date of Action – Enter the beginning work date as the 11th of the month in which the employee starts the job. *If the Employee has a Last Paid Date on Form NBAJOBS, the Effective Begin Date of Action will be the 1st of the month following the Last Paid Date.*
4. Enter the Personnel Begin Date – This date should be the same as the Effective Begin Date of Action unless there is a Last Paid Date. If the Effective Begin Date is the 1st, the Personnel Begin Date will be the 11th of the month in which the action was to begin.
5. Job Begin (Change)Reason – Mark the appropriate box based on the action for this submission.
6. Labor Distribution – Federal Fund will default. Mark the appropriate box for State Funds (defaults) or Departmental Funds. Enter the Departmental Fund #, if applicable (for Revenue Departments ONLY).
7. Enter the Effective End Date of Action – This should be the end of the pay period of the month in which the student will stop working for the academic year.
8. Enter the Personnel End Date – This date should be the same as the Effective End Date of Action.
9. Job End (Change) Reason – Mark the appropriate box based on the action for this submission.

Originating Department Information –
1. Indicate the full name of the home department submitting the form.
2. Indicate the name of the person originating this documentation as well as their phone number.
3. Indicate the Position Title of the Hired Student.

All Work-Study forms must be submitted to the Student Employment Office (#1 EUC) and MUST include an authorization signature for auditing purposes. Please complete the bottom of the form as directed prior to submitting to the SEO office.

All Work-Study forms will then be routed to the appropriate HR Department for entry into Banner HR. These forms must be in the HR Department by the Personnel Action Deadline as found on the following site:
http://banner.uncg.edu/hr/Dates_Deadlines/. (Ex: If the form reaches the appropriate HR Department by the January Deadline the change will be included in the February payroll.)