



UNIVERSITY of NORTH CAROLINA
ASHEVILLE

Student Employment Guide
On-Campus Jobs and Federal Work-Study Program

<i>Topic</i>	<i>On-Campus Jobs – Non FWS</i>	<i>Federal Work Study (FWS)</i>
Job Funding	Funded through Department and/or Career Center Incentive Fund (CCIF)	Awarded through Financial Aid Office based on FAFSA application & funded w/ FWS allocations
Job Postings	Step 1: Login to OnePort Step 2: Select RockyLink from the Quick Links on the left under Employment Step 3: Use Job Search to look for opportunities by type & choose “On-Campus”	Follow Steps 1-2 Step 3: Use Job Search & choose category “Federal Work Study”
Hourly Wages	*\$7.25 – \$10.00 per hour	\$9.00 - \$10.00 per hour
Eligibility	Fall & Spring Semester: Degree seeking & enrolled in classes Academic Breaks & Summer: Degree seeking & enrolled for current or following semester classes Hired by on-campus department	Degree seeking and enrolled full-time in at least 12 credits hours per spring and fall semester No summer awards Hired by department after accepting award
Work Hours	Up to 20 hour work week during fall and spring semesters and up to 40 hour work week during semester breaks and summer (inclusive of all jobs secured on-campus)	Should work 10 hours per week to earn FWS award (Check OnePort account for award). May also work second campus/non-FWS job for up to 10 more hours per week
Number of Campus Jobs	May work more than one job; not to exceed a 20-hour work week during the fall & spring semesters or a 40-hour work week during semester breaks or summer (inclusive of all jobs secured on-campus)	May have only one FWS position, but can have additional non-FWS campus jobs. For both FWS & non-FWS campus jobs, the total hours worked cannot exceed 20 hours per week during fall & spring semesters (inclusive of all jobs secured on-campus)
Mandatory Student Employment Contract	Prior to starting work & completed for each position secured Student and supervisor sign contract and submit to: Gabriel Ciampi Student Payroll Service Center CPO #1426, Phillips 115A Student Employment Contract: payroll.unca.edu/student-employees	Prior to starting work Student and supervisor sign contract, indicate Federal Work Study and submit to: Gabriel Ciampi Student Payroll Service Center CPO #1426, Phillips 115A Student Employment Contract: payroll.unca.edu/student-employees
International Students	Must verify student employment eligibility with Robert Straub, Director of International Student Services CPO # 1200, 201 Highsmith Union 828-251-6998, rstraub@unca.edu Once verified, submit student employment contract to: Gabriel Ciampi Student Payroll Service Center CPO #1426, Phillips 115A	International Students are not eligible for FWS positions

Student Employment Guide (continued)

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I-9 Form	Prior to starting work, complete I-9 Form and provide required employment eligibility identification in the Human Resources Office, 228 Phillips Hall payroll.unca.edu/student-employees	SAME
W-4, NC-4 & Direct Deposit Forms	Prior to starting work, complete W-4 Federal Tax, NC-4 State Tax and Direct Deposit Enrollment/Change forms at Student Payroll Service Center, 115A Phillips Hall payroll.unca.edu/student-employees	SAME
Timesheets	Complete bi-weekly online time sheets through One Port and supervisor approves online; see Web Time Entry Guidelines on the payroll website: payroll.unca.edu/student-employees	SAME
Stipends	For stipends, submit Student Employment Contract and work with supervisor if doing intermittent payments.	Not applicable to FWS – student work hours are driven by financial aid award amounts
Contacts for more information	<p>Posting and applying for jobs: Lauren Christiansen Career Center CPO #1240, 259 Highsmith Union lchristi@unca.edu; 828-251-6515 https://career.unca.edu/campus-student-jobs</p> <p>Hiring paperwork, contracts & payroll: Gabriel Ciampi Student Payroll Service Center CPO# 1426, 115A Phillips Hall gciampi@unca.edu; 828-250-2352 payroll.unca.edu/student-employees</p>	<p>FWS Awards: Shannon Shepherd Financial Aid Office CPO#1330, 2nd Floor Brown Hall sshepher@unca.edu; 828-251-6543 financialaid.unca.edu/</p> <p>Hiring paperwork, contracts & payroll: Gabriel Ciampi Student Payroll Service Center CPO# 1426, 115A Phillips Hall gciampi@unca.edu; 828-250-2352 payroll.unca.edu/student-employees</p>

*** Please note that the North Carolina State minimum wage is \$7.25 per hour as of January 1, 2009.**