



UNIVERSITY of NORTH CAROLINA  
ASHEVILLE

## UNC Asheville Student Employment Overview

### *Comparisons and Differences with On-Campus Jobs versus the Federal Work-Study Program*

<i>Topic</i>	<i>On-Campus Jobs – Non FWS</i>	<i>Federal Work Study Program</i>
<b>Job Postings</b>	Visit <a href="http://www.UNCACareerCenterPostings.com">www.UNCACareerCenterPostings.com</a> or <a href="http://www.unca.edu/career">www.unca.edu/career</a>	SAME
<b>Hourly Wages</b>	\$7.25 – 10.00 p/hour*	\$9.00 p/hour
<b>Work Hours</b>	Students may work a 20-hour work week during the academic year and work up to 40 hours during the summer and semester breaks.	Students should work 10 hours per week to earn their annual \$2700 FWS award. They may also secure a second campus/non-FWS job for up to 10 hours per week. See below section for more information.
<b>Number of Campus Jobs</b>	Students <b>may work more than one job</b> , but the total hours must be no more than 20 hours during the academic year or 40 hours during the summer or semester breaks.	Students may only have <u>one FWS position</u> , but may have additional non-FWS campus jobs. For both FWS non-FWS campus jobs, the total hours worked cannot exceed 20 hours during the academic year or 40 hours during the summer or semester breaks.
<b>Mandatory Student Employment Contracts</b>	Yes – for each position secured. Both students sign and supervisors sign the contract. The supervisors submit the contract to the <b>Career Center, CPO #1240, 259 HU</b> .  Please visit <a href="http://www.unca.edu/career/studentemployment/">http://www.unca.edu/career/studentemployment/</a> and select <b>Student Employment Contract</b> .	Yes. Both students sign and supervisors sign the contract. The supervisors submit the contract to the <b>Financial Aid Office, CPO#1310, Lower Level, University Dining Hall</b> .  Please visit <a href="http://www.unca.edu/career/studentemployment/">http://www.unca.edu/career/studentemployment/</a> and click <b>Federal Work Study Contract</b> .
<b>I-9 Form</b>	Students must complete an <b>I-9 Form</b> and provide <b>required employment eligibility identification</b> to the <b>Human Resources Office on or before your first day of work</b> (228 Phillips Hall). The I-9 Form is valid for three years.	SAME

<b>Payroll</b>	To receive a paycheck, Federal and State Tax Employee Withholding Allowance Certificate (Federal W-4 Form and State NC-4 Form) must be completed by the student worker and returned to the UNC Asheville Human Resources Office – 228 Phillips Hall.	SAME
<b>Timesheets</b>	Students must sign and submit a <b>timesheet</b> at the conclusion of each pay period to his/her <b>supervisor for approval and signature</b> . A paycheck will be issued for student work hours on the 15 <sup>th</sup> of the following month. Departments will send the monthly time sheets and payroll request forms by <b>3:00 PM on the 17<sup>th</sup></b> of each month to the Payroll Office in 109 Phillips Hall. Student timesheets are available at <a href="http://www.unca.edu/controller/Payroll.html#details">www.unca.edu/controller/Payroll.html#details</a> .	Students must sign and submit a <b>timesheet</b> at the conclusion of each pay period to his/her supervisor for approval and signature. <b>FWS hours are reported on the same time sheet, but are sent to Jeremy Scroggs, Financial Aid, by the 15<sup>th</sup> of each month for federal regulation accountability purposes.</b> Mickey will forward the timesheets onto Payroll by the 17 <sup>th</sup> of each month. Student timesheets are available at <a href="http://www.unca.edu/controller/Payroll.html#details">www.unca.edu/controller/Payroll.html#details</a> .
<b>International Students</b>	International Students must submit their student employment contract, I-9, and payroll paperwork to Robert Straub, International Student Coordinator 204 Highsmith University Union).	International Students <u>are not</u> eligible for FWS positions.
<b>Stipend or Honorariums</b>	If students are receiving a stipend or honorarium, they will work with their supervisors for reporting work hours and the date(s) for receiving their stipend payments.	Not applicable to FWS – student work hours are driven by financial aid award amounts.
<b>Request for students to earn more than \$10.00 an hour or work more than 20 hours</b>	Written approval for offering wages above the \$10.00 maximum hourly rate (or the 20-hour maximum work week during the academic semesters) must be secured from the Work Supervisor and divisional Academic Dean and then submitted to the Career Center for tracking and accountability purposes. Increased wage requests must complement wages for comparable external positions. Increased weekly hours must be substantiated by work project needs and not affect the student's academic schedule/priorities.	Not applicable to FWS – student work hours are driven by financial aid award amounts.
<b>Contacts for more information</b>	Debbie McDowell, Office Manager Career Center CPO #1240 – 259 Highsmith Union 828-251-6515 <u>OR</u> <a href="mailto:working@unca.edu">working@unca.edu</a>	Jeremy Scroggs, Financial Aid Office CPO#1310, Lower Level University Dining Hall 828-251-6535 <u>OR</u> <a href="mailto:jscrogg@unca.edu">jscrogg@unca.edu</a>

## The UNC Asheville Career Center

*explore, experience, reflect, commit... succeed*

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[career@unca.edu](mailto:career@unca.edu) • [www.unca.edu/career](http://www.unca.edu/career) • 828-251-6515 *phone* • 828-251-6871 *fax*

\* Please note that the federal minimum wage will increase to \$7.25 on July 24, 2009. For more information, visit [http://www.unca.edu/career/studentemployment/Minimum\\_wage\\_increase\\_July\\_24,\\_2009.htm](http://www.unca.edu/career/studentemployment/Minimum_wage_increase_July_24,_2009.htm) and <http://www.dol.gov/elaws/fag/esaf/lsa/001.htm> .

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