



UNIVERSITY of NORTH CAROLINA
ASHEVILLE

UNC Asheville Student Employment Overview

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

Topic	On-Campus Jobs – Non FWS	Federal Work Study Program
Job Postings	Visit www.UNCACareerCenterPostings.com or www.unca.edu/career	SAME
Hourly Wages	\$7.25 – \$10.00 per hour	\$9.00 per hour
Work Hours	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.
Number of Campus Jobs	Students may work more than one job , 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.
Mandatory Student Employment Contracts	Yes – for each position secured. Both students sign and supervisors sign the contract. The supervisors submit the contract to the Career Center, CPO #1240, 259 HU . Please visit http://www.unca.edu/career/studentemployment/ and select Student Employment Contract .	Yes. Both students sign and supervisors sign the contract. The supervisors submit the contract to the Financial Aid Office, CPO#1310, Lower Level, University Dining Hall . Please visit http://www.unca.edu/career/studentemployment/ and click Federal Work Study Contract .
I-9 Form	Students must complete an I-9 Form and provide required employment eligibility identification to the Human Resources Office on or before your first day of work (228 Phillips Hall). The I-9 Form is valid for three years.	SAME

Payroll	All student workers should fill out both Federal and State Employee Withholding Allowance Certificates (Federal W-4 Form and State NC-4 Form) and return the completed forms to the UNC Asheville Human Resources Office - 228 Phillips Hall. If no W-4/NC-4 is on hand in time for payroll processing, then the required assumption is that the employee is single with no exemptions.	SAME
Timesheets	Students must sign and submit a timesheet at the conclusion of each pay period to his/her supervisor for approval and signature . A paycheck will be issued for student work hours on the 15 th of the following month. Departments will send the monthly time sheets and payroll request forms by 3:00 PM on the 17th of each month to the Payroll Office in 104 Phillips Hall. Student timesheets are available at www.unca.edu/controller/Payroll.html#details .	Students must sign and submit a timesheet at the conclusion of each pay period to his/her supervisor for approval and signature. FWS hours are reported on the same time sheet, but are sent to Jeremy Scroggs, Financial Aid, by the 15th of each month for federal regulation accountability purposes. Jeremy will forward the timesheets onto Payroll by the 17 th of each month. Student timesheets are available at www.unca.edu/controller/Payroll.html#details .
International Students	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.
Stipend or Honorariums	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.
Request for students to earn more than \$10.00 an hour or work more than 20 hours	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.
Contacts for more information	Debbie McDowell, Office Manager Career Center CPO #1240 – 259 Highsmith Union 828-251-6515 <u>OR</u> working@unca.edu	Jeremy Scroggs, Financial Aid Office CPO#1310, Lower Level University Dining Hall 828-251-6535 <u>OR</u> jcscrogg@unca.edu

The UNC Asheville Career Center
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259 Highsmith University Union ▪ CPO #1240 ▪ One University Heights ▪ Asheville, NC 28804-8501
career@unca.edu ▪ www.unca.edu/career ▪ 828-251-6515 phone ▪ 828-251-6871 fax