

Student Employee FAQs

Work-Study FAQs

[What is work-study?](#)

[How do I get work-study?](#)

[How do I know if I have a work-study award?](#)

[How do I find a work-study job?](#)

[Can I have two work-study jobs?](#)

[Does Work-study pay the same as departmental jobs?](#)

[Can I study while on the job?](#)

[How many work-study jobs do I have to choose from?](#)

[What kind of work-study jobs are available?](#)

[When and how do I get paid?](#)

[How are my hours turned in?](#)

[Can work-study funds be applied to my tuition?](#)

[Can I use work-study funds during the summer semester?](#)

General Student Employment

[Do I have to have a work-study award to get a job on campus?](#)

[What is the minimum wage in North Carolina?](#)

[How competitive is the job search for campus jobs?](#)

[How often are the job postings updated?](#)

[How many hours a week can I work?](#)

Your Money

[When do I get paid?](#)

[When is my time sheet due?](#)

[Where do I pick up my check?](#)

[Can I have my paycheck mailed to me?](#)

[I did not get my paycheck, who do I see?](#)

[My paycheck is incorrect, who do I see?](#)

[How do I update my address with Payroll?](#)

[Can a student employee open an account with the State Employee Credit Union?](#)

[What is the student FICA Exemption?](#)

[Do I have to report my earnings for tax purposes?](#)

The I-9

[What is the I-9?](#)

[What documents do I need to show for the I-9?](#)

[Do I have to have an I-9 for every campus job I have?](#)

[Can I have a copy of my social security card, birth certificate, or passport sent to me?](#)

[Can I have my documents faxed?](#)

[How do I apply for a replacement social security card?](#)

International Students

[How does an international student go about getting employment?](#)

[Part-time employment steps for international students?](#)

Work Study FAQs

What is Federal Work-Study?

Work-study is awarded through the Financial Aid Office based on financial need. Financial need is based on information you or your family supplies on the Free Application for Federal Student Aid (FAFSA). The Federal Work-Study program provides jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses.

How do I get Work-Study?

Priority is given to those who file their FASFA by March 1. Even if you qualify for work-study, you may not receive it. UNCG receives a limited amount of funds from the Federal Government and when all the money has been awarded, no more funds are available for the year. You can increase your chances by submitting your FASFA by the priority deadline.

How do I know if I have been awarded Work-Study?

You will receive a letter from the Financial Aid Office listing your entire financial aid package. Your financial aid package is also displayed on line through your Genie account. Work-study may or may not be part of that package. You can also check your UNCGenie account. If you did not receive work-study as part of your package, you can contact the Financial Aid Office and ask about being put on a waiting list if you qualify.

How do I find a Work-Study job?

The Student Employment Office lists all work-study jobs on SpartanCareers, our on-line job board. Each job will contain a description of the job and its requirements along with contact information. Once you have identified a few places where you would like to work, apply for the job(s) according to instructions on each posting.

Can I have two work-study jobs?

You can only work one work-study job at any given time. You are allowed to change jobs if you wish as long as you properly resign from your position. Changes can only occur at the beginning of the pay period.

Does work-study pay the same per hour as non-work study jobs?

Yes. If a work-study employee is performing the same tasks as a non-work study employee, policy dictates that they both be paid the same wages. Quality of performance and/or seniority may have some bearing.

Can I study while on the job?

It is not the intention of the program to provide "study time" while on the job. How time is spent on the job is at the discretion of each individual supervisor.

How many work-study jobs do I have to choose from?

The earlier you start your search, the more choices you will have. When the Financial Aid letters are sent out in March, there are in excess of 170 work-study jobs posted on SpartanCareers

What kind of work-study jobs are available?

A wide variety of opportunities are available. Office assistant jobs are the most prevalent, but other jobs in event production, graphics design, building management, box office, stage crew, labs, and grounds keeping are just a few of the choices. In addition, off-campus, community service jobs with a variety of non-profit organizations are available.

When and how do I get paid?

Payday the last working day of the month based on the number of hours worked. The employment pay period is from the 11th of the month through the 10th of the following month. Time sheets are due in to your supervisor on the 10th of each month. Your funds will be directly deposited to your checking account. Direct deposit is required by the Payroll Office.

How are my hours turned in?

You are required to keep an accurate time sheet to be turned in to your supervisor on the 10th of the month. Your supervisor has a narrow window of time to submit your hours. Late submission of your time sheet could result in a serious delay of your pay.

Can I apply my work-study funds to my tuition?

Arrangements must be made through the Cashier's Office. See: <http://fsv.uncg.edu/cashiers.html> for more information.

Can I use my work-study funds during the summer semester?

No. You have until May 10 to earn your full work-study award. Any amount remaining after May 10 is cancelled.

General Student Employment**Do I have to have a work-study award to get a job on campus?**

No. There are many non-work study job opportunities. Check SpartanCareers frequently for job postings. Remember, many jobs are never posted because departments already know of a student to fill their positions. Networking and approaching employers directly are effective ways to gain on-campus employment.

What is the minimum wage in North Carolina?

Federal minimum wage is set at \$7.25/hr.

How competitive is the job search on campus?

On-campus employment is very competitive. Most jobs don't actually get posted because of the number of students who apply for jobs before there is even an opening. You are strongly encouraged to have a resume prepared in order to apply to jobs quickly and efficiently. Visit the Career Services Center for help with your resume.

How often are the job postings updated?

New on-campus and off-campus jobs are likely to be posted on a daily basis.

How many hours a week can I work?

Graduate Assistants are limited to 20 hours a week. International students are limited to 20 hours a week (when classes are in session). Otherwise, student employees can work up to 40 hours per week.

Your Money**When do I get paid?**

Payday is the last working day of each month except for the month of December when it will be issued approximately 2 weeks early.

When is my time sheet due?

Time sheets are due on the 10th of the month except for the month of December when payroll will call for time sheets earlier. Your supervisor will inform you of the earlier date.

Where do I pick up my paycheck?

The Payroll Office does not distribute checks in person. All UNCG student employees are required to authorize direct deposit to the bank of their choice. Your supervisor should give you the Direct Deposit Authorization form at the onset of

your employment.

Can I have my paycheck mailed to me?

No. You must sign up for direct deposit..

I didn't get paid, who do I see?

First, talk to your supervisor to be sure your hours were entered onto the payroll manifest. If you did not complete the I-9 in the Student Employment Office at the onset of your employment, you will not be paid.

My paycheck is incorrect, who do I see?

First, check with your supervisor. If you are unsatisfied with your supervisor's explanation you are encouraged to see the Student Employment Office for further assistance.

How do I update my address with Payroll?

Keep your mailing information updated through your UNCGenie account.

Can a student employee open an account with the State Employee Credit Union?

Yes. With a \$25.00 minimum balance the student employee can remain a member for life.

What is the Student FICA Exemption?

FICA is the Federal Insurance Contribution Act. This Act precludes students from participating in Social Security and Medicare coverage, based on enrolled number of credits. The Internal Revenue Service states that if the employment is "Incident to" the education (i.e. the employee's primary purpose for being here is to attend school), then the student retains the Student FICA Exemption. However, if the education is "Incident to" the employment, then the student loses the Student FICA Exemption (i.e. permanent staff who are taking classes, and temporary non-student employees). If a student loses the exemption, then 6.2% is deducted for Social Security and 2.45% is deducted for Medicare. The credit hour eligibility determination is six (6) or more credits for undergraduates and four (4) or more credit hours for graduate students. In order to be eligible for the student FICA exemption, you must be working on-campus.

Do I have to report my earnings for tax purposes?

See complete tax information for students at: <http://www.irs.gov/individuals/students/article/0,,id=96674.00.html>

The I-9

What is the I-9?

The I-9 is employment eligibility verification. The 1986 Immigration Reform and Control Act core prohibition is against the hire or continued employment in the US of an alien whom the employer knows is unauthorized for the employment. The IRCA makes all US employers responsible for verifying through a specific process the identity and work authorization or eligibility of all individuals, whether U.S. citizens or not. To implement this, employers are required to complete Employment Eligibility Verification Forms (I-9) for all employees. No one is allowed to begin work without an I-9 on file.

What documents do I need to show for the I-9?

Typically, in addition to a photo ID, (Driver's License or Student ID) the employee's social security card. If no social security card is readily available, an original or certified copy of a birth certificate is acceptable. A valid U.S. Passport is acceptable as well.

Do I have to have an I-9 for every campus job I have?

No. Only one (1) is required.

Can I have a copy of my social security, birth certificate, or passport sent to me?

Copies are not accepted. Only originals.

Can I have my documents faxed?

No. A faxed document is considered a copy, not an original.

How do I apply for a replacement social security card?

Simply go to the Social Security Office with your ID to apply for a duplicate card. The local address is; 6005 Landmark Center Blvd. (Off Wendover Ave. near Best Buy.) Their hours are 9 AM – 4 PM, Monday – Friday.

International Students

How does an international student go about getting employment?

Before you begin looking for a job, go by the International Programs Center and be sure that you are legally allowed to work in the United States. Regulations governing employment for international students are different for J-1 students and F-1 students. All students are encouraged to utilize the resources of the Student Employment Office or to contact a department directly where you are interested in working to see if they have any current openings.

ON-CAMPUS employment is available to most international students with a limit of 20 hours per week. Campus jobs are usually easy to find in the beginning of the semester and get harder to find as the academic year goes on.

OFF-CAMPUS employment can only be authorized by the IPC if the work qualifies as;

- Academic Training
- Optional Practical Training
- Curricular Practical Training

Complete details can be found on the International Programs Center's web page: <http://www.uncg.edu/ipg/>

Part-time employment steps for international students:

1. Get hired on campus. To search for on-campus jobs check the on-line job posting board for openings. To set up your account on SpartanCareers log on to [SpartanCareers](#). You are encouraged to go beyond SpartanCareers and make inquiries with your professors for any opportunities.
2. Obtain a letter from your hiring department stating that you have been hired for a part-time position, not to exceed 20 hours a week. Take this letter to the International Programs Center office.
3. Obtain a letter from the International Programs Center stating your student status and work eligibility.
4. Take both letters along with your passport, I-20 or DS2019, I-94 and VISA to the Social Security Administration. Apply for your Social Security number and obtain a receipt stating that you did so.
5. Bring your Social Security receipt along with your passport, I-20 or DS 2019, I-94 and VISA to the Student Employment Office, #1 Elliott University Center, to complete the I9 form.
6. Receive temporary I-9 verification card from the Student Employment Office. Show to your supervisor so that you can be put on payroll.
7. Make an appointment with the Tax Compliance Officer (270 Mossman Building, 256-0384) regarding international taxes.
8. Return to the Student Employment Office **as soon as you receive your Social Security card** to complete the I-9 verification process.
9. Return to the Student Employment Office as necessary until the permanent (yellow) I-9 verification card has been issued to you.