

## Supervisor Frequently Asked Questions

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### What form do I complete to hire a student employee?

For departmental (non work-study) students, you must complete the Banner HR EAPF. Be sure ALL information has been provided including the I-9 date. Failure to provide all information will cause the EAPF to be returned for corrections. To hire a federal work-study student, you must complete the Federal Work-Study Student Action Form and submit it directly to the Student Employment Office. This form can be found on Payroll's Web site:

[http://fsv.uncc.edu/payroll/payroll\\_workstudyform.html](http://fsv.uncc.edu/payroll/payroll_workstudyform.html)

### What is the last day a student employee can work?

Federal work-study students cannot work past May 10th. Departmental student employees can work for as long as the submitted EAPF indicates. To extend the payroll period, a new EAPF must be submitted. Graduate assistants' last day is determined by The Graduate School.

### How many hours can an international student work during the summer?

They are allowed to work up to 40 hours per week, on campus only. When classes are in session, international students are limited to no more than 20 hours per week, on campus only.

### Can a student be paid federal work-study funds during the summer?

Summer is a different award period. Currently, no FWS funds are available during the summer sessions. A student's unused spring award cannot be used beyond May 10th.

### Can a VISIONS student work as a student employee?

No. Due to the fact that any credits earned are contingent on being accepted into a UNCG Master's program, the student may not be accepted.

### Are there a minimal number of hours a student must take for employment eligibility?

No. If a student is considered a "degree-seeking" student and enrolled in one class for credit, he/she is eligible for student employment.

### Are INTERLINK students eligible for student employment?

An Interlink student must be degree seeking to be eligible for student employment. Not all Interlink students are degree seeking.

### Are incoming first year students eligible for student employment during the summer before fall enrollment?

No.

### Is a recently graduated student eligible to work as a student employee during the summer?

No. Upon graduation, he/she is no longer a student. Arrangements for jobs are made through Human Resources.

### What can be done to make sure my student employee gets paid if I am late in submitting their forms?

The employing department is responsible for preparing and submitting the required position and personnel forms and payroll manifests by the prescribed deadlines. Problems occur if the necessary paperwork is not received on time or is in error, or if errors are made in coding and data entry. Because UNCG does not have a supplemental pay process, we must issue an accounts payable check and then undertake a multi-step process to correct the payroll records. The purpose of establishing this policy is to formally address if and when an accounts payable check is issued to resolve individual payroll problems.

The intent of the policy is to establish an efficient process without causing a significant hardship for the employee. If an employee is supposed to receive a monthly paycheck and does not, then an accounts payable check will be issued in all cases regardless of who is at fault.

*The employing department is responsible for requesting an exception payroll check. If the employing department is at fault*

due to submitting erroneous paperwork or not submitting paperwork, then the request must be in writing, signed by the department head and indicate steps taken to prevent similar errors in the future. The deadline for submitting the request to the University Controller is 12:00 PM in order for the employee to receive a check three working days later. Checks may be picked up after 2:00 PM in room 270 Mossman Administration Building.

#### **Why isn't my student employee on my Banner Time Entry?**

The EPAF for a **departmental student employee** must be submitted to the Student Employment Office by the 30th of the month for the following month's payroll. The Federal Work-Study Student Action Form for a work-study student employee must be submitted to the Student Employment Office immediately upon hiring the student. If the student does not appear on the Banner Time Entry, contact the Student Employment Office.

#### **How do I give my student a raise?**

**Departmental Students:** Complete the Banner EPAF indicating the beginning date the raise is to take effect. Submit to the SEO by the 30th of the month for the raise to take effect on the following month's payroll.

**Federal Work-Study Students:** Complete the Federal Work-Study Student Action Form indicating a change in pay rate. Submit the form to the Student Employment Office by the 30th of the month for the raise to take effect on the following month's payroll. All pay raises take effect on the first day of the pay period.

#### **Why does a student continue to show up on my manifest even though they no longer work for me?**

An EPAF must be submitted to terminate a departmental student employee. The Federal Work-Study Student Action Form must be submitted to the Student Employment Office to terminate a work-study student employee.

#### **How do I get a federal work-study allocation for my department?**

By submitting a request in early January for consideration along with a job description to the Student Employment Office. The Financial Aid Office, along with the Student Employment Office, will determine the departmental allocations during the month of February. While new departments make requests for work-study students every year, the number of students with work-study awards does not typically change. In order to fill new requests, other departments could lose the number of allocations they have.

#### **My department has an allocation, but how do I attract students to apply?**

By creating a well worded job description. Students like a clear idea of what will be expected of them before they apply for a job. **Be available** during SOAR. Students are encouraged to make appointments with potential supervisors while they are on campus for the summer SOAR. Many students do not live in the area so they will search for their work-study job by sending out their resumes. Be sure to respond without delay.

#### **How can I verify if a student has a work-study award?**

You are encouraged to call or e-mail the Financial Aid Office or the Student Employment Office. You will be asked to provide the student's I.D. number.

#### **When are students' time sheets due?**

Time sheets are due the 10th of the month. Due to the early payroll in December, time sheets will be called for approximately two weeks early. Refer to Payroll's Web page for the exact deadline:

[http://fsv.uncg.edu/payroll\\_deadlines.html](http://fsv.uncg.edu/payroll_deadlines.html)

#### **What do I do if I have a problem with a student worker?**

If you feel you have exhausted all means of rectifying the problem, the Student Employment Office has a student employment counselor on staff that can counsel the student as needed or serve as a mediator between the student and the supervisor. If the student feels they would prefer an advocate, they will be referred to the Dean of Students.