

## Hiring Work Study Students

### Posting

- Contact the Work-Study Office (work-study@unc.edu) to become a registered user.
- Sign into the JobX Site at <https://unc.studentemployment.ngwebsolutions.com> to create a job ad\* using the Job Posting Development Guide\*\* and Wage Level Determination Guide\*\*.

### Hiring

- Review resumes and interview. Once you make a decision, release the other candidates in JobX, then create an offer letter\*\* and email it to work-study@unc.edu and HR representative Melissa Halstead.
- Once the student accepts the job offer, hire the student in JobX, and make sure you cc Melissa on the ensuing hiring email in JobX so that she can create a payroll position number and process the hiring in the payroll system.
- On their first day of work, the student must meet with Melissa to complete the I-9 Federal requirement and submit a direct deposit form.

### Supervising

- Approve the hours worked by the work study student in TIMS.
- Monitor earnings for each student to ensure the student does not earn more than the allotted award.
- Notify HR representative when work study student is planning to end the program. HR representative will have to terminate the employment in PeopleSoft.

\*Annually, before posting new jobs, all users are required to review the updated Federal Work-Study Program Training and the JobX System Training.

**New FWS Supervisors MUST review the FWS Training and complete the certification form at <https://unc-ch.formstack.com/forms/?2712305-1unHg3PbMH> in order to gain access to the JobX system's job posting functions.**

### \*\*Resources

[https://unc.studentemployment.ngwebsolutions.com/Cmx\\_Content.aspx?cpld=7](https://unc.studentemployment.ngwebsolutions.com/Cmx_Content.aspx?cpld=7); Includes: Hiring checklist, Offer letter, Time tracker, Training links

# Hiring Work Study Students

## Hiring & Onboarding Checklist

Federal Work-Study (FWS) Supervisors are responsible for ensuring that students are properly hired and onboarded. If this is not done correctly, it exposes the program to potential audit findings and financial fines. Supervisors should use this basic checklist as a starting point. Please Note: FWS Supervisors may need to update this list to account for idiosyncratic factors in their job posting.

### **Prior to the first day of work (no earlier than 8/2)**

- The student has submitted an application in JobX and the application has been reviewed.
- The student has been interviewed (assuming there was no interview in a previous year).
- A written or verbal job offer was extended to the student.
- HR has written receipt of the student's job acceptance, including pay rate.
- The student was hired in JobX.
- You have a copy of the student's job description and hiring date.
- You (the supervisor) have exchanged contact information with the student.
- You have received the student's FWS Student Training Certification and a copy of the student's FWS Training Quiz with a score of 10/10 (both available in Sakai on the Federal Work Study Student Training page).
- The student has met with your departmental HR Representative prior to/on the first day the student is employed. *Ensure the student knows what documentation will be required for this process before the meeting.*
- The student has completed all employment verification (I-9) and payroll process (W-4, NC-4, & direct deposit enrollment) with your HR Representative.

### **On the first day of work (no earlier than 8/22)**

- Provide the student with TIM (Kronos) training so they are able to complete their timesheet.
- Create weekly/semester work schedule with student and review the times they will be working.
- Provide the student with access to any training required for the position (FERPA, confidentiality, etc.).
- Review when student can & cannot work (unsupervised times, breaks, holidays, during class).
- Review sign-in/sign-out protocol; make sure student know which FWS Supervisor oversees the process.
- Review operating basics (job duties, job attire, who to go to for help, tour of facilities and equipment, confirm that there will be no studying on job, review additional duties to complete as time allows, etc.)

### **Before student begins their duties**

- Confirm that the student is aware of any and all safety issues (fire evacuation route, hazardous material handling, emergency contact information, etc.).
- Ensure the student has completed any training required for the position (FERPA, HIPAA, etc.).
- Discuss any other supervisor-specific or workplace-specific items (e.g. performance review periods, mentoring opportunities, additional training opportunities, areas of concern, etc.).