

# University of North Alabama



## Student Employment Fact Sheet

The University of North Alabama offers many varied opportunities for qualified students to work on campus during their college careers. Up to 600 jobs are available during the fall-spring semesters. Types of jobs range from lab assistant to desk assistant in residence halls, from administrative work to refereeing intramural sports, from library assistant to tutors. Students are encouraged to seek jobs related to their college majors and career plans.

UNA participates in the Federal Work Study Program, a need-based student aid program. A student's eligibility for Federal Work Study is determined based on the results of the Free Application for Federal Student Aid. Federal Work Study funds are limited and are generally awarded by mid-June for the following year. UNA funds another 350 jobs each year through University Work Study.

UNA departments initiate all requests for student employees. Therefore, students who are a 2.0 or higher G.P.A., enrolled in at least 6 hours, and interested in working on either the Federal Work Study or University Work Study programs should work with department supervisors to secure positions. For more assistance or information on campus employment, students may contact the Student Employment Specialist in Bibb Graves 222 or call 765-4278.

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### Steps to Finding a Campus Job

- Step One.** Apply for federal financial assistance. We recommend that all UNA students interested in campus employment file the Free Application for Federal Student Aid online at [www.fafsa.gov](http://www.fafsa.gov)
- If you are eligible for Federal Work Study, you will receive an notification through your UNA Portal. Even if you do not receive a Federal Work Study award, you may be able to work as a student employee.
- Step Two.** Review the "Part-time Job Listings" on the web by visiting <http://career.una.edu/> Click on Student Job Search Instructions link listed under "Looking for a Part-Time Job".
- Step Four.** After selecting the departments of interest to you, contact those supervisors using the requested method of correspondence (phone, email, send resume, etc.). Students are encouraged to apply for more than one position in order to increase the chance of obtaining a job.
- Step Five.** If you are offered the position, the supervisor will send a Electronic Personnel Action Form to the Student Employment Office in Bibb Graves Hall, Room 222. This office will assist students in completing all necessary payroll forms (i.e., Employment Eligibility Verification, I-9: and federal income tax withholding, W-4; Alabama Employees Withholding Exemption Certificate, A-4).  
**Students should be prepared to present original identification documents** (i.e., original social security card and driver's license. Copies WILL NOT BE ACCEPTED. **All necessary paperwork must be complete before you can begin working.**
- Step Six.** Begin Working.

## Other Facts About UNA Student Employment

**Beginning, Ending Date of Job Assignment-** Each job assignment has a definite beginning and ending date. As a rule, job assignments correspond with terms of enrollment (i.e., Fall-Spring or Summer).

**Pay Schedule-** Student employees are paid **monthly** and are required to participate in direct deposit. Pay schedules are posted on the Payroll Department web page: [www.una.edu/payroll](http://www.una.edu/payroll)

**Time Sheets-** Accurate records of hours worked are maintained by the hiring department. Your timesheet will be available to enter worked hours no later than five days after your assignment has been approved. Your time is submitted to your supervisor through your UNA Portal account. Once your time has been acknowledged and approved, the Payroll office will authorize your paycheck according to the published schedule.

**Maximum Hours-** In order to balance class work and employment, a student employee may work on campus up to but not more than 20 hours per week. The number of hours per week a student may work is further limited by the amount of the individual student's award and funds available through the department. Most UNA students average from 10 to 12 hours/week, which is a reasonable workload for a full-time student.

**Maximum Earnings-** A student employee may earn up to the amount of his or her individual award per semester, depending on the number of hours actually worked during that semester and the rate of pay. For example, if a student is awarded \$1000 for the school year, that student may earn up to \$500 during the fall semester and \$500 during the spring semester. Student Financial Services and departmental supervisors monitor students' actual earnings.

**Pay Rate-** Generally, student employees at UNA earn minimum wage. Some positions may pay at a slightly higher rate, based on job requirements or years of service and experience in the job.

### Student Employment Forms

Students who work on the UNA Student Employment program are responsible for completing certain basic forms. These forms may be obtained from Student Financial Services:

- FAFSA\*
- Verification forms, if selected
- Form I-9, Employment Eligibility Verification
- W-4 form
- A-4 form
- Direct Deposit form (requires banking institution's routing number and individual's account number)

\*required for Federal Work Study, recommended for University Work Study