

# 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. The types of jobs available range from lab assistant to desk assistant in residence halls, from administrative work to refereeing intramural sports, from library assistant to tutor, and many more. All students are eligible for University Work Study. Federal Work Study is determined by financial unmet need, which is determined by information provided on the Free Application for Federal Student Aid application (FAFSA). Students must hold a Grade Point Average of 2.0 and be enrolled at least 6 hours in a degree seeking program to work in any student employment position. Students are encouraged to seek jobs related to their college majors and career plans.

UNA participates in the Federal Work Study Program (FWS), a need-based student aid program. A student's eligibility for Federal Work Study is determined from the Free Application for Federal Student Aid (FAFSA). 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 (UWS). There is not a separate application for UWS funds. Students apply for both FWS and UWS positions through LionJobs, Career Planning and Development's online career management software.

UNA departments initiate all requests for student employees. Therefore, students who have a 2.0 or higher G.P.A., are enrolled in at least 6 hours, and are interested in working on campus should apply through LionJobs and work with department supervisors to secure positions. For more assistance or information on campus employment, students may contact the Student Employment Specialist in the GUC Room 202 or call 765-4276.

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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)
- Students eligible for Federal Work Study receive notification through their UNA Portal. Students not eligible for Federal Work Study are able to work on campus through the University Work Study Program.
- Step Two.** Search online on LionJobs for open positions. Visit [career.una.edu](http://career.una.edu), click "Looking for a Part-Time Job?" and follow the instructions to register and search for jobs.
- Step Three.** Apply to the jobs that interest you using the method requested on the posting (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 Four.** If offered the position, the supervisor will send an Electronic Personnel Action Form to Career Planning and Development in the GUC, Room 202. This office will assist students in completing all necessary payroll forms (i.e., Employment Eligibility Verification, I-9, federal income tax withholding, W-4; and 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 students can begin working.**
- Step Five.** Begin Working.

## Other Facts About UNA Work Study

**University Policies-** A supervisor must comply with the University's policy on *Equal Opportunity and Sexual Harassment*. Supervisors must also comply with Title I of the *Americans With Disabilities Act*, which prohibits employers from discriminating against a "qualified individual with a disability," in all aspects of employment, including application, hiring, compensation, training, discharge and benefits.

**Job Postings-** The Supervisor must have a vacancy and job description posted with Career Planning and Development before he/she can employ work-study students. Job posting instructions can be found at [career.una.edu/LionJobs](http://career.una.edu/LionJobs)

**Eligibility for Work Study-** All students are eligible for University Work Study. Federal Work Study is determined by financial unmet need, which is determined by information provided on the FAFSA application. Students must hold a Grade Point Average of 2.0 and be enrolled at least 6 hours in a degree seeking program.

**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. Timesheets will be available to enter worked hours no later than five days after the assignment has been approved. Time is submitted to the supervisor through the student's UNA Portal account. Once hours worked have been acknowledged and approved, the Payroll office will authorize a paycheck according to the published schedule.

**Maximum Hours-** Students cannot be required to work during scheduled class hours. In order to balance class work and on campus employment, student employees may work on campus up to but not more than 8 hours a day, 20 hours per week or 80 hours per month, with the exception of a five-week month. The number of hours per week students may work is further limited by the amount of their individual 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 academic year. For example, if a student is awarded \$2500 for the school year, that student may earn up to \$1250 during the fall semester and \$1250 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 both Federal Work Study and University Work study are responsible for completing certain basic forms. These forms may be obtained from Career Planning and Development:

FAFSA\*

Form I-9, Employment Eligibility Verification (requires two original forms of ID in which one must be photo)

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 and may be completed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).