



## SUMMER WORK-STUDY PROGRAM

Welcome to the Summer Work-Study Program at UNC-Chapel Hill. This information is for both **new** and **returning** Work-Study students. Please note the **required documentation** and **important dates** listed below.

### Job Assignment Form (JAF)

All students, new and returning, **MUST** report to the Office of Scholarships and Students Aid to pick up a summer-specific Job Assignment Form. Students are eligible to receive this form at Vance Hall starting on the first day of summer school classes.

### Job Placement for RETURNING Work-Study Students

Returning work-study students are **REQUIRED** to keep the same job and same hourly wage rate that was held during the preceding 2010-2011 Academic Year.

### Job Placement for NEW Work-Study Students

Any student **NEW** to the work-study program during the summer may view job descriptions by going directly to [www.jobsontheweb.unc.edu](http://www.jobsontheweb.unc.edu). Please note that there is not a summer-specific job section. Instead, you will need to view open positions for the 2011-2012 academic year and contact the designated supervisor directly to see if there is availability for employment during the summer session(s) for which you are enrolled.

### Completing the Payroll Process

In order to receive wages, you must submit payroll forms to your supervisor/hiring department. The hiring department will provide blank payroll forms but **you are responsible for providing official documentation where required**. See below for details:

#### Payroll Forms Required:

1. **NC-4 Form**: blank form provided by hiring department.
2. Federal **W-4 Form**: blank form provided by hiring department.
3. **Direct Payroll Deposit Authorization**: blank form provided by department. **Student must provide canceled check containing account number information for the account in which you would like to have your payroll funds deposited.** Direct deposit is **REQUIRED**, so please set up a bank account prior to coming to campus if you don't already have one.
4. **Electronic I-9 Employment Eligibility Verification**: hiring department will assist student with completing this form. **Student must provide appropriate identification documentation which includes:**
  - a. your official U.S **Passport** or your **Permanent Resident Card**, **OR**
  - b. your original U.S. **Birth Certificate** or **Social Security card** **AND** **Drivers License** or **Student I.D. One Card**.

### Employment Dates

You may work during the period of time for which you are actively taking summer classes. The last eligible day to work will be the last day of final exams for the summer session(s) in which you are enrolled.

## Award Amount

Please see your Online Financial Aid Notification and Job Assignment Form for your Summer Work-Study Award amount. Typically, students are awarded \$800.00 in work-study funding during the summer.

\*\*\*If you are returning, you will receive the same wage rate that your supervisor assigned during the academic year.

\*\*\*If you are new to the program, your wage rate will be determined at the point of hire.

Please refer any questions regarding your summer Work-Study award to Michelle Klemens, Assistant Director, Office of Scholarships and Student Aid (email: [michelle\\_klemens@unc.edu](mailto:michelle_klemens@unc.edu), phone: 962-4176) or Thomas Harper, Work-Study Payroll Coordinator, Office of Scholarships and Student Aid (email: [Thomas\\_harper@unc.edu](mailto:Thomas_harper@unc.edu), phone: 962-4170).

## 2011 Summer Work Study Time Record Log

An on-going record of work-study hours

Total Award Hours:

Pay Period Number	Pay Period Ending Date	Deadline to Approve Your Time Record	Hours Reported	Remaining Hours Balance
24	22-May-11	22-May-11		
25	05-Jun-11	05-Jun-11		
26	19-Jun-11	19-Jun-11		
1	03-Jul-11	03-Jul-11		
2	17-Jul-11	17-Jul-11		
***	<b>22-Jul-11</b>			
3	31-Jul-11	31-Jul-11		

\*\*\* **Last day to work in Second Summer Session if hours are not exceeded.**

Maintain an accurate record of Work-Study Hours:

1. Referring to your job assignment form, enter the number of work-study hours awarded in the space provided (D4) for Total Award Hours at the top of the page.
2. In the Hours Reported column, record the number of hours worked each pay period.
3. Please monitor your Hours Remaining to avoid exceeding your Awarded Hours. Exceeding your Work-Study award may delay payment.