

# 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 450 jobs are available during the fall, spring and summer 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. Students must maintain a 2.0 grade point average and be enrolled in at least six hours towards a degree seeking program.

UNA participates in the Federal Work Study Program, a need-based student aid program which funds approximately 150 positions. 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 an additional 300 positions each year through University Work Study.

UNA departments initiate all requests for student employees. Therefore, students who have 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 visit [career.una.edu](http://career.una.edu) to view job postings and contact department supervisors to secure positions. For more assistance or information on campus employment, students may contact the Student Employment and Temporary Manager in the Student Employment Office located in Bibb Graves Room 226 or call 765-4590.

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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.ed.gov](http://www.fafsa.ed.gov)
- If you are eligible for Federal Work Study, you will receive a notification through your UNA Portal. Even if you do not receive a Federal Work Study award, you may be able to work as a University Work Study employee.
- Step Two.** Review the "On-Campus and Off Campus Job Listings" on the web by visiting [career.una.edu](http://career.una.edu) Click on "LionJobs" to register and upload a resume. Please allow the Career Center 24 hours to review and/or approve your resume. All students must have an "approved" resume in LionJobs before to apply for available positions.
- Step Three.** After selecting the departments of interest to you, apply 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. Students are also encouraged to follow up with the hiring department by email or phone.
- Step Four.** If you are offered the position and have not worked on campus before, the hiring supervisor will email the electronic New Hire Forms (i.e., I-9; and Federal income tax withholding, W-4; Alabama Employees Withholding Exemption Certificate, A-4 and Direct Deposit). Once the forms are completed, the student will bring identification documents to Human Resources. New Hires that have not worked on campus before **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.**
- If you have worked on campus before, the supervisor will send an Electronic Personnel Action Form to the Student & Temporary Employment Manager.
- Step Five.** Begin Working.

## Other Facts about UNA Student Employment

**Eligibility for Work Study-** All students enrolled in six hours 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).

**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 during the fall and spring semesters. 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 Federal Work Study Award per academic year. For example, if a student is awarded \$2500 for the school year, that student may earn up to that amount, provided the hiring department has the funding. Departmental supervisors monitor students' actual earnings.

**Pay Rate-** Generally, student employees at UNA earn minimum wage \$7.25. Some positions may pay at a higher rate, based on job responsibilities or years of service and experience in the job.

**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.

### Student Employment Forms

Students who work on the UNA Student Employment program are responsible for completing certain basic forms.

- FAFSA\* and Verification forms, if selected
- Form I-9, Employment Eligibility Verification (requires two original forms of ID in which only one can be photo)
- W-4 form (Federal Tax)
- A-4 form (State Tax)
- Direct Deposit form (requires a voided check or an official document from the banking institution that includes the routing number and individual's account number)

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