

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

STUDENT ASSIGNMENT AGREEMENT

POLICY: Use this form for a **student** temporary employee. Additional information: <http://www.uncp.edu/about-uncp/administration/departments/finance-and-administration/policies-and-procedures/human-resources/student-employment-policy>

STUDENT INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FIRST NAME	M.I.	LAST NAME	BANNER ID	EMAIL

(Print name as listed on Social Security card)

Are you:

Currently employed with other state agency? ☐ NO ☐ YES Give agency name

Currently receiving N. C. State Retirement Benefits? ☐ NO ☐ YES

Student must submit completed [Certifying Employee Status Under Retirement Reemployment Laws Form \(Form ESRR\)](#) to the Office of Human Resources, 357 Lumbee Hall.

Otherwise employed at UNC Pembroke? ☐ NO ☐ YES List all other positions (provide Dept/Supervisor name):

TYPE OF EMPLOYMENT FOR THIS AGREEMENT (CHECK ONE)

UNDERGRADUATE OR GRADUATE (HOURLY): ☐ STUDENT ASSISTANT ☐ WORK STUDY STUDENT ☐ HAWK ASSISTANT

DESCRIPTION:

GRADUATE ASSISTANT: ☐ ADMINISTRATIVE ☐ RESEARCH ☐ TEACHING/TUTORING ☐ INSTRUCTOR OF RECORD ☐ OR NOT

POSITION INFORMATION AND REMUNERATION (Supervisor completes this portion)

☐ **FLAT RATE STUDENT ASSISTANT** WORKING TITLE: POSN#:

TOTAL AMOUNT OF ASSIGNMENT \$ ESTIMATED WORK HOURS PER WEEK

☐ **HOURLY STUDENT ASSISTANT** WORKING TITLE: POSN#:

HOURLY RATE OF PAY \$ MAXIMUM TOTAL HOURS TO BE WORKED (TBD by Financial Manager)

AGREEMENT PERIOD BEGIN DATE AND ANTICIPATED END DATE

STUDENT AGREEMENT

I agree to accept student temporary employment at UNC Pembroke on the following terms:

- Prior to reporting to work I must complete and submit a W-4 ([W-4 Employee's Withholding Allowance Certificate](#)) and NC-4 ([NC-4 Employee's Withholding Allowance Certificate](#)) tax forms, a complete Section 1 of the I-9 Employment Eligibility Verification ([I-9 Employment Eligibility Verification](#)) form, if required. Some positions may require a [Criminal Background Check](#). If a Criminal Background Check is required, the student will not be allowed to start work until it is completed.
- Per Office of the State Controller and UNCP Policy, I understand that it is a Condition of my Employment for me to be enrolled in Direct Deposit within 30 days of hire or rehire. Failure to provide a completed [Direct Deposit](#) form with accompanying documentation to the Payroll Office for Direct Deposit may result in a delay in my pay and/or termination of my employment.
- I will report to the reporting supervisor stated on this Student Assignment Agreement form.
- If my position is paid hourly,
 - I must enter my work hours in Braveweb and submit by no later than 5 pm on Friday preceding the end of a bi-weekly work period, unless I work on Saturday and/or Sunday, in which case, my timesheet will be due no later than noon the Monday following the bi-weekly work period (which ends on Sunday) in order to be included in the next bi-weekly payroll date.
 - My supervisor must verify the time worked and my supervisor must approve the Braveweb self-service timesheet by no later than close of business on Monday following the end of a bi-weekly work period in order to be included in the next bi-weekly payroll.
 - Bi-weekly Timesheets (paper form) will be used to submit work hours late due to missed time entry in a pay period. These timesheets will be processed in the next bi-weekly pay date (see bi-weekly payroll calendar) after receipt in the Payroll Department.
 - The maximum total hours during the agreement period by the hourly rate equals the total agreement amount I may expect to earn if all hours are worked. I agree to follow the schedule provided to me by my supervisor to ensure that I do not exceed the maximum total hours. Any hours worked in excess of hours scheduled shall be approved by the supervisor. I understand that my failure to obtain this approval can be grounds for discipline and in serious cases, dismissal.
- I am required to give regular, punctual, efficient, and cooperative performance on my job assignment.
- I am required to notify my supervisor in advance if illness or unforeseen circumstances prevent my attendance at work.
- I agree to notify my supervisor when I accept additional student employment positions at the university.
- I will conduct myself in a professional manner in the work place. Undergraduate students who violate the UNCP code of conduct will be referred to the Director of Student Conduct. Graduate students will be referred to the Dean of Graduate Studies.
- I understand that acceptance of the position does not qualify me for unemployment compensation at a later date.

I verify that the student information above is accurate, that I understand the position and remuneration. Further, my signature below indicates that I UNDERSTAND and will COMPLY with the regulations listed above. If I fail to comply, the agreement may be ended prior to the Anticipated End Date stated on this form.

Student Employee Signature

Date

Revised 08/12/2015

ADDITIONAL AGREEMENT FOR GRADUATE ASSISTANTSHIP

I confirm that I am a **full-time graduate student** in good standing taking **at least 9 credit hours** during each regular (fall/spring) term I am a GA. Continuation of this appointment depends upon satisfactory performance of my duties as well as **achievement of a 3.0 cumulative GPA**. If I am unable to complete the terms and conditions of the contract, I will notify my supervisor immediately, terminate my employment, repay the University for any unearned wages, and/or understand that my wages will be prorated according to percentage of completion period. Because I understand that my graduate studies and assistant duties will require my full effort, I will not accept any other employment without prior written approval of my placement supervisor, my program director, my department chair, and the Graduate School Dean. My contract will end if I withdraw from or am dismissed from Graduate School. I understand that Graduate Assistants are remunerated in equal payments and early dismissal or leaving the position may result in my having to pay back unearned wages. Acceptance of this offer and its approval by University officials completes an agreement that I and the Graduate School expect to honor.

GA STUDENT EMPLOYEE SIGNATURE_____
Date**REPORTING SUPERVISOR AGREEMENT**

I understand the Student Assignment Agreement is to be completed by providing information in all data fields. Any data errors should be lined through once and initialed without using white out to revise original data. **I agree to notify Human Resources in writing if my student assistant informs me he/she begins working on another assignment agreement during the course of this agreement.** I understand as the Employer Representative, for new student employees I must verify Section 1 and complete Section 2 - Employer Review and Verification of the I-9 Employment Eligibility Verification form, if required. I must then complete the E-Verify Department of Homeland Security online employment verification process on the first day the student begins the work assignment, if required. **I will contact the Controller's Office before hiring a Non-Resident Alien (non-U.S. citizen) to verify eligibility for employment through the State of North Carolina. I agree to provide a copy of the Brave Opportunities job posting.**

I understand that it is my responsibility to monitor and supervise students by making an effort to assist student assistants in solving any work assignment problems, reviewing and approving Braveweb timesheets by no later than the end of the business day on the Monday following the end of the bi-weekly pay period end date for students paid by the hour. I acknowledge I am the primary person responsible to ensure timely payment to a student assistant.

If student employee is a **Graduate Assistant**, I verify that this Graduate Assistant (GA) has been admitted to a graduate degree program (*Provisional or Full status ONLY*). Each semester, I will verify that the GA is enrolled in nine (9) semester hours of graduate credit and maintains at least a 3.0 GPA prior to each semester the GA is to hold the position.

Supervisor Approval (print)_____
Signature_____
Date_____
Supervisor Banner ID_____
Title_____
Ext.**AUTHORIZATION (Must be approved by Financial Manager before work begins.)**

BANNER FUND/ORG and ACCT: # (ex. 170910-21350):

Signature

DEPT NAME:

Title_____
Signature_____
Title_____
Ext.

Financial Manager of the above account (from which student will be paid).

*Signature below only needed if employee is a graduate assistant*_____
Signature_____
Title_____
Ext.

Dean of Graduate School or Designee

AGREEMENT SUBMISSION

Submit completed original agreement, an additional copy of the agreement, and a copy of the Brave Opportunities job posting as follows:

- Financial Aid for Work Study Student
- Human Resources for Student Assistant
- School Of Graduate Studies for Graduate Assistant

Student will be processed and paid according to the appropriate Payroll Calendar. Go to <http://www.uncp.edu/hr/banner/> for calendars.

NOTE: Incomplete or inaccurate paperwork will delay the student access to Braveweb Employee Self-Service for Web Time Entry and Bi-Weekly Payroll processing for payment. Accurate paperwork is essential.