

## Student Hiring Form Instructions

1. Have the **Student employee** fill out their information and *sign*. Think of this as their hiring contract.
  - a. If student is unsure of their Work Study status, have them reach out to Financial Aid.
  - b. If student has never worked at UNC before, or it has been more than a year since they have received a paycheck, additional forms will be required. The HRS or SFSS for your unit will send those to the student.
2. The **Faculty Supervisor** will fill out the Job Details section including a brief description of the work performed (Ex: Assist with research on STEM grant).
3. The **FOAP Approver/Unit Leader** will fill in/double-check FOAP information and sign.
4. The *completed* form is then sent to the **SFSS or HRS** for your Unit
  - a. Ross Units- the HRS is Tayler Caldwell
  - b. Gunter Units- the HRS is Jamie Cobb
5. Once all forms are collected and completely filled out, the HRS will submit documents for processing. Student hiring must be approved by:
  - a. Financial Aid
  - b. Central HR
  - c. Payroll
6. You may follow-up with HRS for status check on your student hire if they have not already reached out to indicate the paperwork has been processed and approved.

For questions regarding student hiring, please reach out to your HRS.