

Student Hiring Process

NHS STUDENT HIRING FORM

1. Faculty & Student fill out the form completely
2. Obtain Unit Leader Signature and FOAP information
3. Send to Student Faculty Support Specialist for your Unit
4. SFSS will review and send to Human Resources Specialist

Who: Faculty/Unit Leader, Student & SFSS

PROCESSING

1. Human Resource Specialist (HRS) enters information into Electronic Personnel Action Form (EPAF)
2. If student is a brand new employee to UNC, additional forms are needed:
 - a. W4 Tax form
 - b. I-9 form (additional documents needed)
 - c. Direct Deposit Authorization (additional documents needed)

Who: SFSS & HRS

VERIFICATION

1. Once documents are collected, HRS sends documents
2. Central HR reviews documents
3. Financial Aid verifies student employability & Work Study status
4. Payroll enters payment information
5. EPAF is marked as complete

Who: HRS & Central Offices

FINAL STEPS

1. SFSS can reach out to HRS to check on status
2. Once completed, student may begin working
3. Account access requested by SFSS or HRS as needed
 - a. First.last email
 - b. Dept email
 - c. Dept Listserv
4. Supervisor reviews FERPA agreement & stores signed copy
5. Student enters hours each pay period through URSA

Who: HRS, SFSS, Faculty & Student