

Welcome to the Federal Work Study Program for 2020-2021!

New students are required to attend the **mandatory orientation session**:

- **Thursday, August 13, 3:30 pm - 4:30 pm, Live Zoom Meeting (link will be sent in separate email)**

Note: Returning students who are new to the Federal Work Study Program for 2020-2021 are not required to attend the orientation session.

All students are required to attend **job placement** in the Office of Student Financial Aid (Welcome Center Rm. 129).

- **Monday, August 31 through Friday, September 4 by appointment only**

Remember to bring the following when you come to the Job Placement appointment, as required.

- **Original** forms of acceptable ID as required for completion of the I-9 Form (see page 2)

In order to be invited to make an appointment for FWS Job Placement, please use the links below to submit the following forms by Aug 26:

[FWS EMPLOYMENT FORM AND STUDENT AGREEMENT](#) (Click [here](#) to access form.)

The Federal Work Study Employment Form and Student Agreement collects information that may be helpful for job placement and provides the student with the requirements for student employment under the Federal Work Study Program at UNCSA. The Student Agreement includes the Statement of Confidentiality and Terms of Employment. Maintaining confidentiality in any FWS assignment is of the utmost importance.

[NC-4EZ](#) (Click [here](#) to access form.)

This form must be submitted prior to employment to indicate the level at which state taxes should be withheld from your paycheck. Since you will be working and earning wages in the state of North Carolina, you are required to complete and submit this form.

The Financial Aid Office Staff **cannot advise** you about proper completion of the **NC-4EZ Form**. However, *full-time students are not automatically exempt*. If you feel that more information is needed to complete this form, visit the www.dor.state.nc.us.

[DIRECT DEPOSIT FORM](#)* (Click [here](#) to access form)

The Office of the North Carolina State Controller requires that all employees at UNCSA be paid by direct deposit. To enroll for Direct Deposit, you will need to attach **one** of the following to the form:

- A **photocopy** of a **check** with your preprinted name and current address or
- A **check** marked "**VOID**" with your preprinted name and current address or
- An official **bank form**, certified and stamped by a banking official, which provides your account number and the bank routing number

*Returning students who worked in a FWS position in the 2020 Spring term are not required to submit the Direct Deposit form unless their bank information has changed.

The following forms will be completed in person during your FWS Job Placement appointment, as required. Hardcopies of these forms will be provided during your Job Placement appointment:

Federal W4

This form must be submitted prior to employment to indicate the level at which federal taxes should be withheld from your paycheck.

The Financial Aid Office Staff **cannot advise** you about proper completion of the **W-4 Form**. However, *full-time students are not automatically exempt*. If you feel that more information is needed to complete this form, visit the www.irs.gov

I-9 FORM

The I-9 Form is a requirement of the U.S. Citizenship and Immigration Services for all first-time UNCSA Federal Work Study students and returning students who did not work during the spring term of 2020. When we collect this form, we will also examine the original forms of identification that you are required bring to your Job Placement appointment.

Click [here](#) to access list of acceptable forms of identification for the I-9 Form.

When reviewing the Lists of Acceptable Documents for the I-9 form, please remember the following:

- One item from List A is sufficient for completing the I-9.
- Otherwise, you will need a combination of one item from List B **and** one item from List C.
- **Original, unexpired forms of identification** must be provided when you come to the Office of Student Financial Aid for your Job Placement appointment. Copies of identification will not be accepted. Expired documents will not be accepted.
- Any form of identification presented by anyone other than the student will not be accepted.
- All new students and any returning students that did not work during the Spring 2020 Academic Term must complete this requirement.

As required by the State of North Carolina, UNCSA will verify the identity and employment eligibility of all persons hired. This is done using the E-Verify Program, as provided by the Department of Homeland Security (DHS) and the U.S. Citizenship and Immigration Services (USCIS).

Due to limited funding of the Federal Work Study Program, the Office of Student Financial Aid reserves the right to cancel your FWS award based on the following criteria:

- Available positions have been exhausted.
- You do not complete the Federal Work Study Assignment Process and have not submitted a timesheet by October 13.
- Your eligibility has changed due to additional funding or your financial aid status has changed.
- Funding resources have been exhausted.

Reinstatement requests must be made in writing to the Office of Student Financial Aid. Reinstatement is not guaranteed.

If there are any questions or concerns please contact Bethany Neary, Federal Work Study Coordinator at (336) 770-3297 or nearyb@uncsa.edu.