

THE UNIVERSITY OF NORTH CAROLINA AT PEMBROKE  
STUDENT ASSIGNMENT AGREEMENT

FIRST NAME \_\_\_\_\_ M.I. \_\_\_\_\_ LAST NAME \_\_\_\_\_ BANNER ID \_\_\_\_\_ EMAIL \_\_\_\_\_  
(Print name as listed on Social Security card)

AGREEMENT PERIOD BEGIN DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_ AND ANTICIPATED END DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
STUDENT EMPLOYEE SIGNATURE  
 CURRENTLY EMPLOYED WITH OTHER STATE AGENCY: \_\_\_\_\_  
 YES  NO NAME OF AGENCY \_\_\_\_\_

UNDERGRADUATE TYPE OF EMPLOYMENT: (Check one)  STUDENT ASSISTANT  WORK STUDY STUDENT

GRADUATE ASSISTANT TYPE OF EMPLOYMENT: (Check one)  
 ADMINISTRATIVE  RESEARCH  TEACHING/TUTORING  
 NOT INSTRUCTOR OF RECORD or  INSTRUCTOR OF RECORD

**Special Conditions:** A Graduate Assistant must be admitted to a graduate degree program (*Provisional* or *Full* status ONLY). A Graduate Assistant is required to enroll for nine (9) semester hours of graduate credit for each semester he/she holds the position.  
**Required:** Approval of credentials and qualifications by hiring department:

Approval by (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Check one)  
 FLAT RATE STUDENT ASSISTANT WORKING TITLE: \_\_\_\_\_ POSN#: \_\_\_\_\_

TOTAL AMOUNT OF ASSIGNMENT \$ \_\_\_\_\_

HOURLY STUDENT ASSISTANT WORKING TITLE: \_\_\_\_\_ POSN#: \_\_\_\_\_

Hourly Rate of Pay \$ \_\_\_\_\_ Maximum Total Hours to be Worked \_\_\_\_\_

Please identify all other student assignment employment with UNC Pembroke (provide Dept/Supervisor Name).  
\_\_\_\_\_

Are you currently receiving N. C. State Retirement Benefits? Yes  No

If yes, please complete the *Certifying Employee Status Under Retirement Reemployment Laws Form* - [Form ESRR](#) and submit it to the Office of Human Resources, Lumbee Hall, Room 357.

**AUTHORIZATION: (Must be pre-approved before work begins.)**

BANNER FUND/ORG and ACCT: # (ex.: 170910-21350): \_\_\_\_\_ - \_\_\_\_\_ DEPT NAME: \_\_\_\_\_

1. NAME \_\_\_\_\_ TITLE: \_\_\_\_\_ EXT: \_\_\_\_\_

Supervisor (Reports to Supervisor may be EPA or SPA Permanent Employee, Dept. Head, Dean, Director, or Vice Chancellor)

Reports to Supervisor Banner ID: \_\_\_\_\_ Reports to Supervisor Position Number: \_\_\_\_\_

2. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ EXT: \_\_\_\_\_

Financial Manager Approval (Dept. Head, Dean, Director, Vice Chancellor, Chancellor, or Work Study Coordinator)

3<sup>rd</sup> Signature Graduate Assistant Only - Dept. Chair for Research or Teaching/Tutoring Assistant; Director for Admin Assistant

3. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ EXT: \_\_\_\_\_

For Graduate Assistant - Dean of Graduate School

SUBMIT ORIGINAL AGREEMENT AND BRAVE OPPORTUNITIES JOB POSTING WITHIN 24 HOURS OF ASSIGNMENT BEGIN DATE AS FOLLOWS:

- FINANCIAL AID FOR WORK STUDY STUDENT,
- HUMAN RESOURCES FOR STUDENT ASSISTANT
- SCHOOL OF GRADUATE STUDIES FOR GRADUATE ASSISTANT

**POLICY:** Use this form for a **student** temporary employee. Click [Student Employment Policy](#) or go to <http://www.uncp.edu/ba/policies/hr/hr0603.htm>

Revised 06-14-2011

**NOTE:** Incomplete or inaccurate paperwork will be returned to department. This will delay student access to Braveweb Employee Self-Service for Web Time Entry and Bi-Weekly Payroll processing for payment.

## Student Assignment Agreement – The University of North Carolina at Pembroke

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

1. 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. Some Student Assistant positions may require a [Criminal Background Check](#). If a Criminal Background Check is required, the Student Assistant will not be allowed to start work until it is completed.
2. 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.
3. I will report to the reporting supervisor stated on the Student Assignment Agreement form.
4. As an hourly Student Assistant, I must enter my work hours in Braveweb and submit by no later than noon on the Monday following the end of a bi-weekly work period in order to be included in the next bi-weekly payroll date.
5. My supervisor and I 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 date.
6. 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.
7. I am required to give regular, punctual, efficient, and cooperative performance on my job assignment.
8. I am required to notify supervisor in advance if illness or unforeseen circumstance prevents my attendance at work.
9. 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.
10. The maximum total hours during the agreement period by the hourly rate, or flat rate amount, equals the total agreement amount I may expect to earn if all hours are worked. I agree I will not be paid for work exceeding the actual agreement or Financial Aid Award amount and/or contract period.
11. For Graduate Assistants, this employment is made subject to the laws of the State of North Carolina, the requirements and policies of the University of North Carolina, and the requirements and policies of the UNCP Graduate Council and of this institution. (Note: See the section below that requires your additional signature.)
12. My signature below indicates that I UNDERSTAND and will COMPLY with these regulations. If I fail to comply, the agreement may be ended prior to the Anticipated End Date stated on the Student Assignment Agreement form.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### **Supervisor of Student Assistant or Work Study Student**

I understand the Student Assignment Agreement is to be completed by providing information in all data fields, without any data cross outs and/or re-writes, and without using white out to revise original data. ***I agree to notify Human Resources if my student assistant informs me he/she is working on another assignment 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. 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. ***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. I acknowledge I am the primary person responsible to ensure timely payment to a student assistant. Supervisors are required to add a comment on a monthly basis that describes the performance job rating.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

### **Graduate Assistantship Students Only**

I confirm that I am a full-time graduate student in good standing at UNCP taking not less than 9 hours during each regular (fall/spring) term I am a graduate assistant and that continuation of this appointment depends upon satisfactory performance of my duties as well as achievement of a 3.0 cumulative GPA. I understand that acceptance of this position does not qualify me for unemployment compensation at a later date. 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. Acceptance of this offer and its approval by University officials completes an agreement that I and the Graduate School expect to honor.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Revised 06-14-2011