



Office of Human Resources
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Memorandum

To: UNCP Financial Managers, Faculty and Staff
From: Davina A. Malloy
Date: March 27, 2009
Subject: On-Campus Student Employment Training

The Office of Human Resources, along with The Career Center, is announcing a campus-wide training on the new procedures for On-Campus Student Employment at The University of North Carolina at Pembroke. These new procedures will provide a centralized site for Financial Managers to post ALL student temporary positions and students to apply for these positions through *Brave Opportunities*, a system offered through The Career Center.

As a Financial Manager you will post the available position, screen and interview for On-Campus Student Employment or On-Campus Work Study Employment through *Brave Opportunities*. Once you identify the perfect student for your opportunity you will complete a Student Assignment Agreement, and any related forms, as necessary. **UNCP will no longer use or accept Certified Services Rendered Contracts (CSR) for student employees effective July 1, 2009.**

Financial Managers will also have responsibility for approving student time sheet(s) within the payroll deadline, using BraveWeb Employee Self Service. Your student employees will be able to report their time in and time out on a daily basis.

The Student Employment Pilot Project included DoIT, Bookstore and Center for Academic Excellence as pilot groups for this program.

If you currently authorize Certified Services Rendered contracts for students using account code 21350 you are required to attend training to learn more about these new procedures.

The training schedule below identifies the divisional schedules and selected dates. If your schedule will not allow you to attend the training identified, please sign up for another date and time. Please call ext. 6279 to register for a session in the Office of Human Resources Training Room:

Training Schedule	
Department Training	Dates of Training
Student Affairs & Business Affairs	April 14 & April 17
Enrollment, Advancement & Grants (Rise Program)	April 14 & April 17
Academic Affairs	April 22 & April 24

April 14 – 2:00p.m-4:00pm.

April 17- 10:00a.m-12:00p.m.

April 22 – 10:00a.m-12:00p.m. and 2:00p.m-4:00pm.

April 24 – 10:00a.m-12:00p.m.

The Office of Human Resources and the Career Center plan to implement these new procedures campus-wide for the July 15, 2009 mid-month payroll. Therefore, registering for this training is imperative. If you have any questions please contact Davina Malloy, ext. 6587.