

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 ____ / ____ / ____

CURRENTLY EMPLOYED WITH OTHER STATE AGENCY: _____
 YES NO

STUDENT EMPLOYEE SIGNATURE
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 \$ _____

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

BANNER FUND / ACCT. # (ex.: 170910-21350): _____ - _____ REPORTING SUPERVISOR'S BANNER ID _____

DEPT: _____

1. NAME: _____ TITLE: _____ EXT: _____
Supervisor Approval (Dept. Head/Dean or Director/Vice Chancellor)

2. NAME: _____ TITLE: _____ EXT: _____
Financial Manager Approval (Dept. Head/Dean or Director/Vice Chancellor/Chancellor)

For Graduate Assistant - Dept. Chair for Research or Teaching/Tutoring Assistant; Director for Administrative Assistant

3. NAME: _____ TITLE: _____ EXT: _____
For Graduate Assistant - Dean of Graduate School

ORIGINAL AGREEMENT SHOULD BE SUBMITTED PRIOR TO THE ASSIGNMENT BEGIN DATE TO:

- 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>

Field Code Changed

DEADLINE: All required paperwork is due in Human Resources PRIOR to work begin date. Incorrect or incomplete paperwork will be returned and may cause delays in student payment.

Note: Position continuation is subject to the availability of appropriate budget in the fund supporting the position.

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, and Direct Deposit form ([Direct Deposit](#)). Some Graduate Assistant positions may require a criminal background check, which will be the responsibility of the Graduate Assistant.
2. I will report to the reporting supervisor stated on the Student Assignment Agreement form.
3. As an hourly Student Assistant, my supervisor and I must verify the time worked and approve the Braveweb self-service timesheet by no later than the first day of the month for the prior month work period in order to be included in the 15th of the month pay period. Late timesheets will not be processed until the following month.
4. I am required to give regular, punctual, efficient, and cooperative performance on my job assignment.
5. I am required to notify my supervisor in advance if illness or some unforeseen circumstance prevents my attendance at work.
6. I am expected to 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.
7. The maximum total hours during the agreement period by the hourly or flat rate 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 award amount and/or contract period.
8. 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.)
9. 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 End Date stated on this form.

Student's Signature

Date

Student Assistant and Work Study Supervisor 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 understand that it is my responsibility to monitor and supervise students by making an effort to assist students in solving any problems pertaining to the work assignment period, reviewing and approving Braveweb timesheets by no later than the payroll deadline to ensure timely payment to the student. Supervisors are required to add a comment on a monthly basis that describes the performance job rating.

Supervisor 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 hours worked. 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