**Student Employment**

**FYI’s**

* Students may work up to a ***total of 20 hours per week*** through on campus employment.
* ***Go to Banner Self Service*** and click on your Student Services/Student Accounts tab to sign up for Direct Deposit. Direct deposit is mandatory for all UNC Charlotte employees. To ensure timely receipt of your paychecks, you must set up direct deposit. It is recommended that you check the box that indicates that ALL funds from the University can go into the designated account. This way, if you receive a Paycheck, Refund, or Financial Aid, (all funds) from the University will go in to that account automatically. You also have the option to designate funds to go in to different accounts.
* ***If you are an hourly employee***, the Student Employment Office is the 1st of 3 Offices that handles your hiring paperwork. The last office is Payroll. The Payroll Office sets up students in WebTime Entry (WTE). This is an electronic system where you will complete an online time sheet. Once you are set up in WTE, you will receive an email from the Payroll Office with instructions about entering your hours. An Employee Tab will also be available in your Banner Self Service Account. This is where you will find your electronic time sheet. You need to submit your timesheet at the end of each month. Failure to do so will delay your pay for a month. ***Hourly student employees*** are paid on the 15th of each month for the previous month’s work. When the 15th falls on a Saturday or Sunday, or Holiday, you will be paid on the previous workday.
* ***If you are a Graduate Assistant***, you will be paid semi-monthly, on the 15th and the last working day of the month. When the 15th falls on a Saturday or Sunday, you will be paid on the previous Friday. The student employment office is the last in the electronic que to approve these assignments***. From the date the SEO approves*** to the end date of the contract, Banner will evenly distribute your award amongst the number of Payrolls available. Banner does not double up on payments.
* ***If you are being paid a stipend each month***, stipends pay out on the last working day of each month.
* ***The yellow card*** you received signifies that you completed your I-9 and hiring packet. Take the card back to your hiring department so they can make a copy for their records and set your start date. It is credit card sized so that you can place it in your wallet for easy access. For as long as you are a student worker and you do not have a year or more break between jobs, the paperwork you completed will transfer from one department to another. If you should have a year or more break in service or accept some other type of employment on campus, your paperwork will need to either be updated or redone.
* ***Special Note:*** You completing the I-9 and subsequent hiring packet is the 1st part of the hiring paperwork process. The yellow card indicates to the hiring department that they can submit the documentation that will assign you to a job in Banner and ultimately get you on the Payroll. Some types of jobs are done on paper, others electronically. The hiring packet you completed cannot be processed until the departmental paperwork is received and their paperwork cannot be processed until your hiring packet is done. It all works hand-in hand. If all is not in place by the allotted deadlines, your pay will be delayed.