

University of North Dakota

**STUDENT
EMPLOYMENT
HANDBOOK**



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PREFACE

University of North Dakota's Student Employment program provides part-time job opportunities to students to help finance their education and gain educational benefit. Work experience allows students to explore career options, discover strengths and see how academic learning applies to the world or work.

This guide does supersede any Federal, NDUS, UND, or Student Finance regulation, policy or process. The information below was curated to provide guidance and enhance the understanding of currently existing UND Student Employment policies.

The Student Employment office is located in Twamley Hall Room 200.
UND Student Employment phone number: (701) 777-3904
UND One-Stop phone number: (701) 777-1234

UND is committed to the principle of equal opportunity in education and employment and does not discriminate on the basis of race; color; national origin; religion; sexual orientation; gender identity; genetic information (GINA); sex; age; creed; marital status; veteran's status; political belief or affiliation; or physical, mental or medical disability (unrelated to the ability to engage in activities involved with the job).

UND prohibits discrimination and harassment of students, faculty staff and visitors based upon sex. Sexual harassment is a form of sex discrimination and includes sexual violence, such as rape, dating violence, domestic violence, stalking, sexual abuse, sexual assault, and sexual coercion. Prohibited harassment includes:

- Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature
- Sex-based harassment by those of the same sex
- Discriminatory sex stereotyping and harassment of LGBTQ+ individuals
- Sexual violence

We will take prompt action to eliminate the harassment, prevent its recurrence and address its effects.

If you have experienced an unwanted sexual encounter, sexual violence, or sexual harassment please contact the Title IX Coordinator or any Deputy Coordinator.

Donna Smith
Title IX Coordinator
Twamley Hall Room 401
701.777.4171
Donna.smith@UND.edu
UND.affirmativeactionoffice@UND.edu

Title I of the American Disabilities Act of 1990 protects applicants and individuals with disabilities from discrimination and provides accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. [An Accommodation Request Form](#) must be completed and submitted to your supervisor who will then submit the form to the Equal Opportunity/Title IX Office.

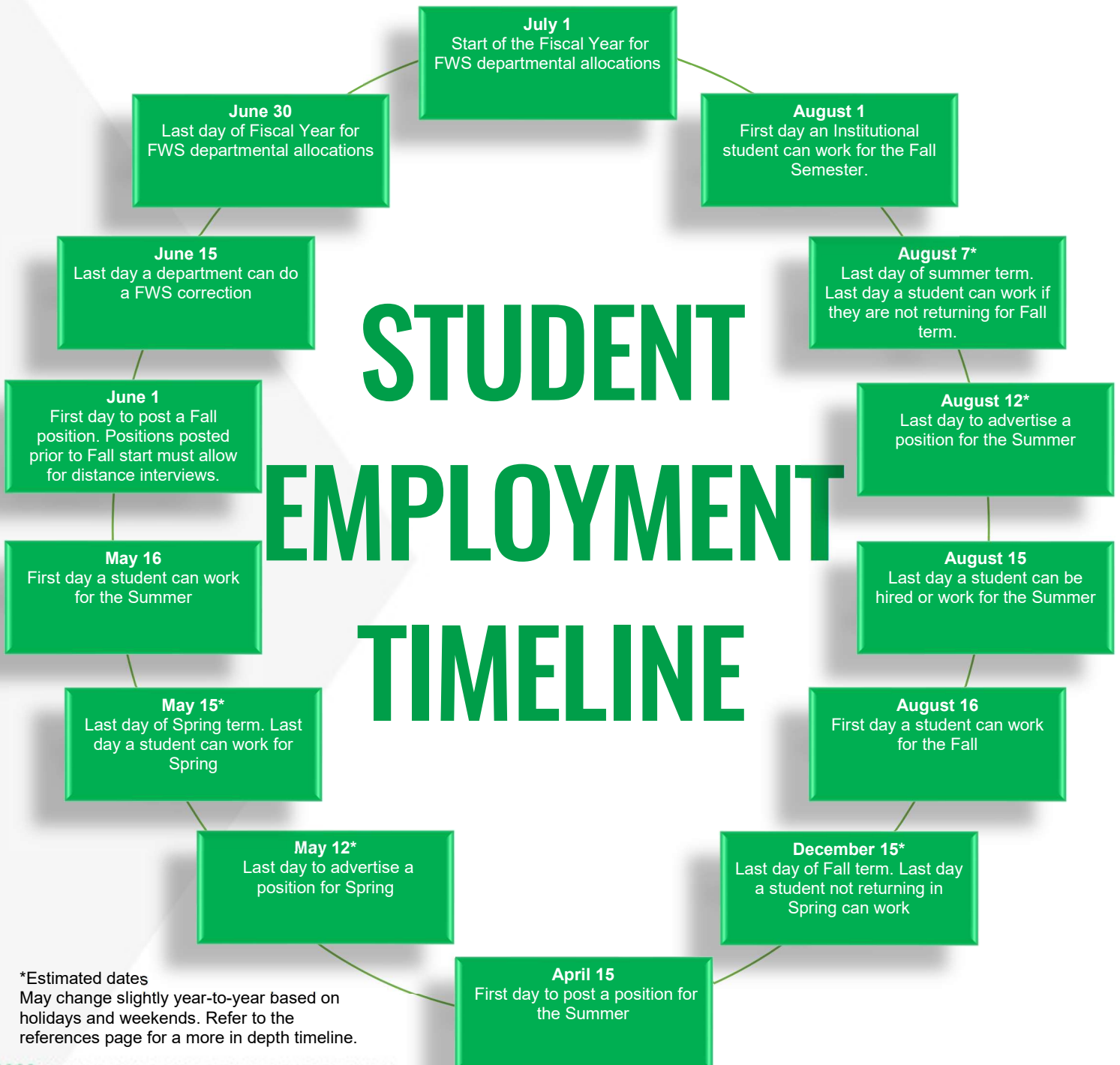
STUDENT EMPLOYMENT TIMELINE

Academic Year versus Fiscal Year

The Academic Year is the Fall and Spring Semesters combined. Students are awarded FWS and other financial aid based on their academic year financial need. Summer term differs from the Academic term significantly. It will overrun two Fiscal Years (end of one and start of another).

Both FWS and Institutional students may work up to 40 hours during the summer beginning May 16 and ending August 15, depending on availability and department need. Students working under Institutional Employment may do so as long as they were enrolled in **at least one credit for the previous spring, current summer or the upcoming fall**. Students not enrolled for the Fall Semester must intend to enroll. Students graduating may not work past the date of graduation. To receive a FWS award, students must meet the Federal Aid guidelines.

The Fiscal Year encompasses the Academic Year, and runs June 1 through July 30. All department allocations are estimated to be used within this timeline, and are reset to their amount after the start of each fiscal year.



*Estimated dates
May change slightly year-to-year based on holidays and weekends. Refer to the references page for a more in depth timeline.

TYPES OF EMPLOYMENT

There are two types of student employment available. Both types are considered temporary and non-benefitted positions. Each term supervisors are asked to visit with their students to confirm if they will continue to be eligible for student employment. Student Employment will also audit and alert departments who have students who are no longer eligible. Both types of student employment are reliant on department allocations and budget. While any UND student can apply for an institutional role, only those awarded FWS in their financial aid package can apply for FWS positions.

Institutional Positions

These positions are with University departments and are positions such as academic support, food service, technology support, administration, and labor. Institutional jobs are for any UND student who can be employed as an institutional student employee. This is offered to any student who is enrolled in at least 1 credit and it is not based on financial need. International students may apply for these positions.

Federal Work Study Positions

These positions are also with University departments such as academic support, food service, technology support, administration, and labor. FWS may be available to students who demonstrate financial need and are eligible for Federal Financial Aid as determined by their [FAFSA](#) (Free Application for Federal Student Aid). A work study award indicates the student is eligible to seek FWS employment but is not a guarantee of a job. Students who have not been offered a FWS award may request to be considered for one. This allows a student to apply for FWS jobs that are on campus or jobs with businesses that are off campus that partner with UND to have FWS students. The average FWS award of \$3,000 per academic year. FWS awards will never disburse or apply towards a student's balance owed. A FWS award indicates a student is eligible for a FWS position *but is not a guarantee*. All FWS award will be issued to students via paycheck like every other UND employee.

To apply for FWS position, students must:

- Have an accepted Federal Work Study award on Campus Connection (please allow 24-48 hours after accepting for the information to load into the system)
- Be enrolled in 6 credits or more
- Be free of any financial aid holds including but not limited to Verification, Documentation and be meeting Student Academic Progress standards as defined by the university
- If a student applicant does not have a FWS award offered on Campus Connection, they may request to be considered, provided they have already completed the FAFSA. To submit a request please have your interested student worker contact One Stop Student Services.

Students may also work on campus during the summer. Students working under Institutional Employment may do so as long as they were enrolled in at least one credit for the previous spring, current summer or the upcoming fall. Students working under FWS Employment must be enrolled in at least 6 credits in the summer term to be awarded FWS funds. Both FWS and Institutional students may work up to 40 hours during the summer beginning May 16 and ending August 15. Your supervisor will inform you of the availability of hours. Students graduating may not work past the date of graduation.

Satisfactory academic progress (SAP): A measure of the student making progress toward their degree. This is determined by the cumulative grade point average (GPA) and the number of credits the student has taken and the rate of successfully completing the credits. This will determine if you are eligible for financial aid for the following semester. You must be meeting SAP to be able to work in a FWS position. For more information on SAP please see the resources and tools information.

APPLYING FOR STUDENT EMPLOYMENT

Career Services Information

Career Services on UND is a department dedicated to helping students with a variety of career related things such as resume building, interviewing skills, finding co-ops or internships and many more. For more information on Career Services go to the resource page.

Federal Work Study Positions

To apply for FWS jobs students must:

- Have been awarded FWS and accepted it.
 - If you have not accepted your FWS award go to <https://und.edu/one-stop/financial-aid/> and follow the directions.
 - If you have not been offered FWS, you may request to be considered, provided you have already completed the FAFSA.
 - To submit a request, please contact One Stop Student Services.
- Be enrolled in a minimum of 6 credits for the semester you are working.
- Be free of any financial aid holds including but not limited to
 - Verification
 - Documentation
 - Be meeting Student Academic Progress (SAP) standards as defined by the university

To apply for a FWS Job, go to <https://und.edu/one-stop/student-employment/>. On the main page click on “Search UND Openings”

You will be directed to another page that allows you to see which jobs are FWS based on if they state “Federal Work Study” in the job title. Once you find a job you would like to apply for, click on “More Info” and then “Apply.” You will then login using your NDUS log in (The same login for Campus Connection and Blackboard) and fill out the application and submit.

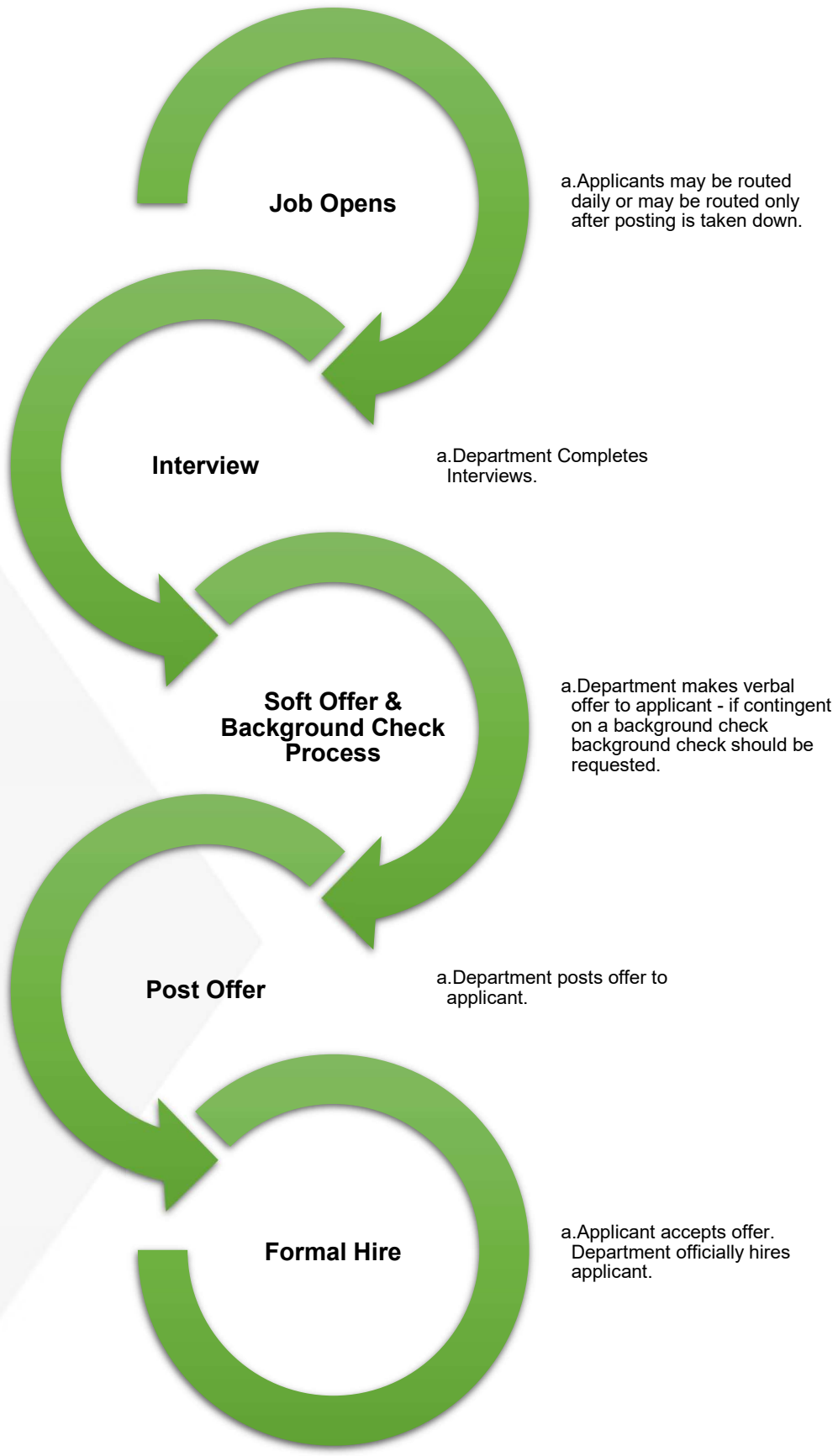
FWS awards will never disburse or apply towards your balance owed. A FWS award indicates you are eligible for a FWS position *but is not a guarantee*. Your FWS award will be issued to you via paycheck like every other UND employee.

Institutional Positions

To apply for on campus institutional jobs, go to <https://und.edu/one-stop/student-employment/>. On the main page click on “Search UND Openings”

You will be directed to another page that will allow you to see the current job openings. Once you find a job you would like to apply for, as long as it does not state “Federal Work Study Job Only” in the title, click on “More Info” and then “Apply.” You will then login using your NDUS log in (The same login for Campus Connection and Blackboard) and fill out the application and submit.

STUDENT HIRING PROCESS STEPS



Candidate Gateway

- When reviewing a job posting, if you decide you wish to apply, select “Apply” on the top right corner of the posting:

Ceramics Assistant (Federal Work Study Only)



Posted Date 3/25/2021
Closing Date n/a
Department Art & Design
Location Grand Forks
Employment Type Part-Time

APPLY

- After you select “Apply”, you will be taken to the system application, where you will need to select “Apply for Job”.

Ceramics Assistant (Federal Work Study Only)	
Job ID 2924141	Full/Part Time Part-Time
Business Unit University of North Dakota	Department Art & Design
Location Grand Forks	Close Date Open Until Filled
Posted 03/25/2021	

Apply for Job

- If you have applied before within this system, select “Sign in Now”

Sign In

*User Name

*Password

[Sign In](#)

[Forgot User Name](#) | [Forgot Password](#)

Are you a new user? [Register Now](#)

- If your log in information isn't working, you can select “Forgot User Name” or “Forgot Password” to have a secure link sent to the email associated with your account.

Forgot User Name

Your user name will be sent to the primary email address you have on file with us.

*Primary Email Address

[Email User Name](#)

- If you haven't previously applied for a position at UND, you will need to select "Register Now".

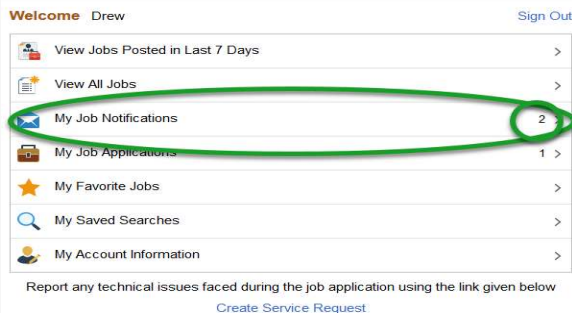
- Create a username and password.
 - Many students choose to use their UND login information at this point. While this is acceptable, keep in mind that when you update your password through the central system, your password through candidate gateway *will not* update, as it is not connected to the other UND systems.
- Select "Yes" next to "Are you a Student applying for work as a Student Worker?"

- This will prompt the system to request your Student ID and Date of Birth to autofill the rest of your information and ensure your account is now linked to Campus Connection.

- Verify all the information filled in is correct
- Any adjustments should be made within Campus Correction
- Select “I agree to the Terms and Conditions” at the bottom of the screen
- Select “Register”
- The page will reload with the beginning of the application
- Make sure to upload as attachments any required documentation listed in the job posting

Once you have accepted a new position at UND, there are a few steps you have to take before you can begin working.

- **Accept the Soft Offer from the hiring manager or recruiter**
- **If your offer is contingent on it, complete a background check**
 - Your official job offer will state if this is a requirement.
 - Background checks are verification of credentials and other information about a prospective candidate for employment, current employee, or volunteers and are the first step in making a well-informed hiring decision.
 - At UND, such verification may include any or all of the following: criminal history check/national sex offender registry check, employment verification, license and/or certification verification, and/or academic credential verification.
- **Accept the Formal Offer through the Application System.**
 - You will receive a soft offer (verbal) from your hiring manager, this offer is contingent on a background check (if required for your position)
 - After completing your background check, an offer will be emailed to the email address included on your application. This notification will also be available in the candidate gateway.



- The page will reload with a section entitled “Job Offers” – selecting the offer in question will take you to the offer.

My Job Offers

Job Title	Job ID	Status	Location	Offer Date	Expiration Date
Ld Food Service Worker-Barista	2923116	New	Fargo	12/08/2020	12/13/2020

- The page will reload to resemble the below:

Here's what you need to do:

1. Review the job offer.
2. Either accept or reject the offer.
3. Return any documents to your recruiter.
4. Provide SSN & DOB.

▼ Step 1: Review Offer

Type	Details
Document	Offer Letter

▼ Step 2: Accept/Reject Offer

Comments

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Accept Reject

▼ Step 3: Return Documents

You have not returned any documents

Add Document

▼ Step 4: Provide SSN & DOB

If you are accepting this offer, please provide your SSN and Date of Birth.

SSN

Date of Birth

Applied for SSN or will be applying for SSN

Submit SSN

- Please note, in order for your acceptance to be processed, you will need to complete the acceptance steps “out-of-order” as they are displayed.
 - Displayed steps:

Here's what you need to do:

1. Review the job offer.
2. Either accept or reject the offer.
3. Return any documents to your recruiter.
4. Provide SSN & DOB.

- **Actual acceptance process:**
 - 1. Review the job offer
 - 4. Provide SSN & DOB
 - 2. Either accept or reject the offer
- Select the hyperlinked offer letter and review the job offer
- Select “I acknowledge that I have reviewed and understand the job details for the position listed.”

Here's what you need to do:

1. Review the job offer.
2. Either accept or reject the offer.
3. Return any documents to your recruiter.
4. Provide SSN & DOB.

▼ Step 1: Review Offer

Type	Details
Document	Offer Letter

▼ Step 2: Accept/Reject Offer

Comments

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Accept Reject

- Skip down to Step 4 and enter your Social Security Number (SSN) or Tax Identification Number (TIN).
 - If you have not yet been assigned an SSN or TIN, select “Applied for SSN or will be applying for SSN”
- Enter your date of birth
- Select “Submit SSN”

▼ Step 4: Provide SSN & DOB

If you are accepting this offer, please provide your SSN ar

SSN

Date of Birth 

Applied for SSN or will be applying for SSN

- Select "Accept" (under Step 2)

I acknowledge that I have reviewed and understand the job offer details for the position listed

- The page will reload informing you your acceptance has been processed.



- **Complete I-9**
 - All new hires must complete the I-9. Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens.
 - **Students who do not complete their I-9 CANNOT WORK.** The I-9 must be completed prior to a student starting work. If your department is not an E-verify site or does not complete their own I-9's on site, students must report to Payroll/Human Resources with the appropriate documentation.
 - Failure to complete the I-9 within the compliance period will result in a termination. The hiring manager may then submit a new hire request for the student employee with an updated start date. The student may not work during this interim period.
- **Required Trainings**
 - All university employees are required to take online training. Employees receive an email from University of North Dakota Administrator @safecolleges.com upon their start. Your employee will be provided a list of required training that must be completed. If employees in your department require additional training such as Data Privacy Training, you may have to assign these. Please work with your student employee complete any training necessary for their new position.
 - Some training is required to be completed annually. Let your employees know to watch for emails from SafeColleges that will alert them when their annual training is due to be completed again.
 - Complete all required trainings on or after their first official day of work.
 - They will be assigned general UND trainings as well as those specific to their position. Please work with your student to ensure they complete all their assigned trainings
- **New Employee Orientation**
 - Human resources offers [a new employee orientation](#) online that is available to all new employees to view when it is convenient to them. This presentation provides a general introduction to Und and the services available on campus.

STUDENT EMPLOYMENT EXPECTATIONS

All student employees are required to conduct themselves in the following manner:

It is expected Student Employment Supervisors will hold themselves and their students to both the behavioral standard of their department, the University, and the below expectations. For more information, please reference the resources and tools page.

Work & Time Management

- Maintain punctuality
- Manage and limit absences
- Manage work assignments through a positive work ethic

Behavioral Standards

- Follow all office policies and procedures
- Maintain courtesy and respect to all staff, coworkers, and students
- Notify immediate supervisor on emergent situations in the work area

Attire & Equipment Standards

- Refrain from cell phone use while working
- Report to work in attire appropriate for position as approved by immediate supervisor
- Refrain from using work equipment and computers for personal reasons

Tobacco-Free Facilities

UND is a tobacco-free campus. The use of tobacco is prohibited within University buildings, parking structures, walkways, arenas, in university or state fleet vehicles, and on university owned property not otherwise leased to another organization. This include the possession of any lighted tobacco product, or the use of any oral tobacco product.

Alcohol and Other Drugs

UND prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use of sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any employee while participation in an academic function or when reporting for work, during normal work hour or other times when requires to be at work, is also prohibited.

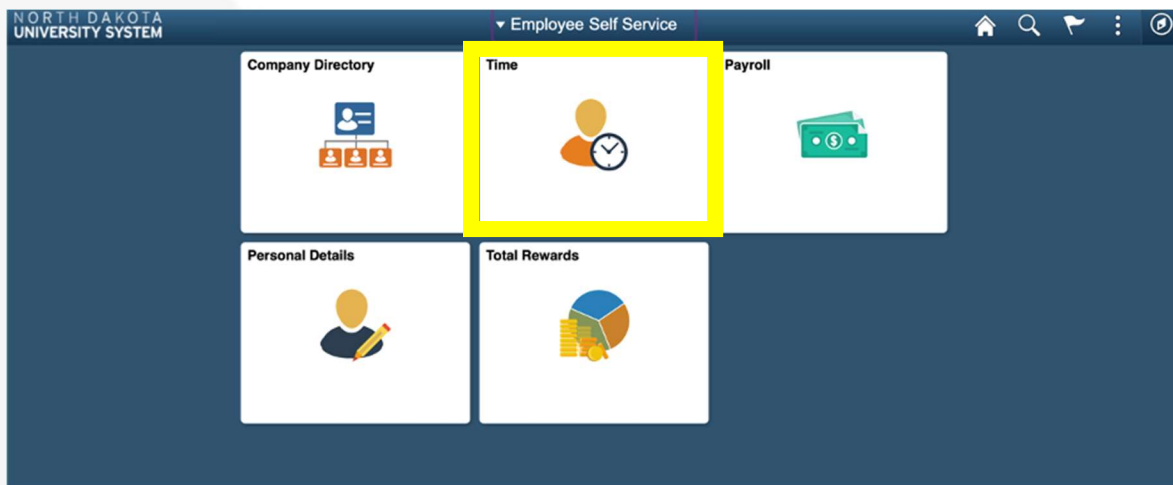
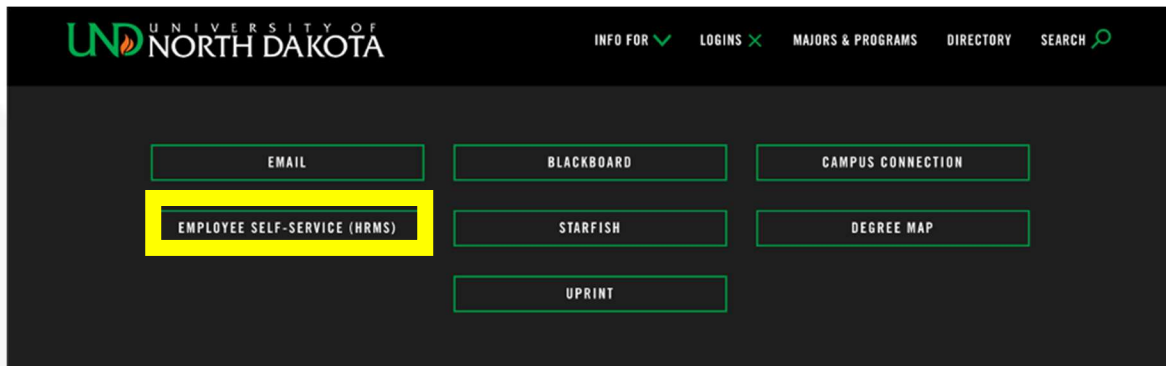
TIME AND ATTENDANCE

Students are asked to be punctual, limit their absences, and to notify their scheduler/supervisor as soon as they are aware they may be absent from work. Students will clock in utilizing Employee Self Service (HRMS).”

Students will use a different time reporting code based on if they are an institutional employee, which will be the reporting code “Regular Hours,” or if they are a FWS employee, which will be the reporting code “Work Study Hours”. They are required to punch in and out for the hours they are working.

Tracking Time and Attendance

To clock in and manage your time, login to HRMS using your NDUS login. On the main page click on “Time.”



On the next page you will choose your punch type (in or out) and your time reporting code based on if you are an institutional employee, which will be the reporting code “Regular Hours,” or if you are a FWS employee, which will be the reporting code “Work Study Hours,” and click submit.

Time 🏠 🔍 🚩 ⋮ 🔄

◀ **Wednesday, Apr 8, 2020** ▶

12 : 46 : 07 PM

Last action: In, 11:51 AM 04/08/20

*Punch Type

*Time Reporting Code

▶ **Time Details**

You supervisor or time manager will approve all punches.

Schedules and Breaks

Students may not be scheduled or chose to work during their scheduled class time. You and your supervisor will determine your schedule based on your availability alongside the needs of your department. Student Employees may not work more than 20 hours a week in a UND position while classes are in session.

Per federal regulations, students are not permitted to work in Federal Work Study (FWS) positions during their scheduled class times. **If a supervisor requires a student to work during class time, the department may be forced to surrender their FWS allocation.** Student Finance in cooperation with HR/Payroll will be monitoring hours worked by FWS students to ensure they do not work during scheduled class times. If it is found you worked during a class time, you will be asked to provide an explanation and/or documentation to explain the discrepancy.

Student employees shall be offered a meal period/and/or rest period in accordance with federal and state labor laws. If you wish to waive your unpaid meal break, you must complete the Student Break Waiver Form. The employing department must keep the signed waiver on file. You will entitled to a minimum 30-minute unpaid break if you choose.

GRIEVANCE AND TERMINATION PROCEDURES

Separation Process

Departments must notify you if your performance is deemed unsatisfactory and provide a minimum of two weeks for the performance problem to be resolved before proceeding with termination. This is only if the problem is due to inefficiency, inability to perform an assigned task, or tardiness.

A student employee can be immediately dismissed if found to be dishonest, insubordinate, or has committed gross negligence or conduct in which the health, welfare, or safety of another employee/employer, person, or the workplace is negatively affected.

Please submit your voluntary resignation notices two weeks prior to your anticipated resignation date. You will need to work with your supervisor to complete the termination process.

Grievance and Complaint Process

The information provided here is a summary of processes you can expect upon filing a grievance. To review the full process, please reference the UND Student Employment site.

A grievance or complaint can be defined as unfair treatment in this context.

Informal Grievance Procedure

- All UND employees, including student employees are expected to first attempt to resolve conflict or complaints through a frank discussion with the immediate supervisor.
- If the discussion does not resolve the issue, you are advised to contact your supervisor's supervisor or Student Employment.
- Student Employment will attempt to resolve the grievance and file documentation by discussing the grievance with the student employee and/or the supervisor.
- If you still feel at this time your grievance has not been resolved, an appeal may be submitted to the Director of Student Finance for consideration.

Formal Grievance Procedure

- If the above informal process does not satisfy, you may pursue the formal grievance process. The Vice President for Student Affairs (VPSA) or VPSA designee shall facilitate.
- Within five business days, you must submit a written grievance to the VPSA or VPSA designee.
- Within 10 business days, the VPSA shall assemble and administer the Student Employee Grievance Board (SEGB).
- A closed meeting will be called unless the aggrieved request an open meeting. Both the student and department involved are entitled to one representative of their choosing during the testimony.
- You and the department involved must submit the names of other individuals they would like present to present information at least 48 hours before the meeting of the SEGB and provide the relevance of each person.
- Within 5 business days, the SEGB shall provide written notification of its decision to you, the department involved, and the VPSA.
- If you do not agree with the SEGB's decision, you will have five business days to submit a written appeal to the VPSA.
- Within ten business days, the VPSA shall make a final decision by written communication to you, the department, and the Director of Student Finance.

STUDENT EMPLOYEE AND STUDENT EMPLOYMENT SUPERVISOR OF THE YEAR

Student Employee of the Year

The University of North Dakota collaborates with The National Student Employee Association (NSEA) to coordinate a Student Employee of the Year Program (SEOTY) to recognize the achievements and the outstanding contributions of students who work while attending UND. The SEOTY committee will chose one student who exemplifies the leadership, professionalism, and team work UND strives to cultivate within our student employee. This student will receive a \$500 scholarship sponsored by the Office of Student Finance. The SEOTY winner is then recognized at the annual UND Leadership Awards.

Faculty and staff are encouraged to nominate the student employee who they feel best exemplifies the core competencies and qualities a phenomenal student employee.

The winner's nomination is also sent on to the state level for consideration, and their name is added to the SEOTY Plaque.

Student Employment Supervisor of the Year

The University of North Dakota collaborates with the Midwest Association of Student Employment Administrators (MASEA) to coordinate the Student Employment Supervisor of the Year (SESOTY) award. This program celebrates the accomplishments of those that work with our student employees in supervisory roles. This award was established to recognize the invaluable role our supervisors play in the development of our student employees.

Students, faculty, and staff are encouraged each year to nominate a student employee supervisor of their choice, and to provide examples on the impact the supervisor had on their team and department.

The winner's nomination is also sent to the regional level for consideration, and the winner receives a \$100 check, glass trophy, and recognition on campus.

For more information on SEOTY and SESOTY, please refer to the Student Employment website.

STUDENT EMPLOYMENT FREQUENTLY ASKED QUESTIONS

Q: What is the hiring process like for student employees?

A: All available student employment positions are listed on the UND Student Employment Job Postings Website. All students (FWS & Institutional.) must be hired through HRMS prior to starting work.

Q: How is eligibility verified?

A: All departments must verify eligibility prior to offering the student the position, but after this initial verification it is the student's responsibility to maintain an enrollment of at least six credits throughout each semester they intend to work. If they do not, the student will lose eligibility for FWS on the last day of the pay period they dropped below six.

Student Finance runs an audit each payroll to ensure all students being paid FWS dollars are still eligible.

Q: How are job information changes handled?

A: Your supervisor must route any and all payroll paperwork (job data changes, retro pays, etc.) for student employees through the Student Finance Office for review before being transferred to payroll.

Q: What's the difference between institutional and federal work study student employment?

A: Institutional students are paid from the employing department's funding, while FWS students are paid from the department's FWS allocation. Institutional students also only need to be enrolled in at least one credit, while FWS students must be enrolled in at least six credits.

Q: What are the requirements to receive a Federal Work Study Award?

A: Any student interested in Federal Aid must be enrolled at least half time (six credits). You also must have completed your Free Application for Federal Student Aid **AND** have unmet Federal Need in your budget. If you have not been offered FWS, but are interested in receiving it, please contact One Stop Student Services.

You are also required to be free of any financial aid holds including but not limited to:

- Verification
- Documentation
- Be meeting Student Academic Progress (SAP) standards as defined by the university

Q: I'm under Verification; can I still apply for a Federal Work Study Job?

A: No. Verification stops your eligibility for all Federal Aid, including Work Study. You cannot apply for or begin working under Federal Work Study funding until your Verification has been completed.

Q: I'm under a Financial Aid Satisfactory Academic Progress (SAP) Hold; can I still apply for a Federal Work Study Job?

A: No, SAP stops your eligibility for all Federal aid, including your Work Study. You cannot apply for or begin working under Federal Work Study funding until your SAP appeal has been completed.

Q: Where can I find a Federal Work Study Job?

A: To apply for a FWS Job, go to <https://und.edu/one-stop/student-employment/>. On the main page click on "Search UND Openings." Look for jobs that state "Federal Work Study" in the title. Positions that do not list this may still be open to hiring under FWS, but you will need to indicate this within your application.

Q: Where can I find a job (Institutional Job, Non-Work Study job)?

A: To apply for a FWS Job, go to <https://und.edu/one-stop/student-employment/>. On the main page click on “Search UND Openings”. Positions that state “(Federal Work Study Only)” in the title are only available to those with a Federal Work Study award.

Q: Am I eligible for Federal Work Study? How do I tell if I am eligible for Work Study?

A: Federal Work Study eligibility is based on the FAFSA. If you selected “Work Study” on your FAFSA and are eligible, it will be listed on your Award Summary in your Campus Connection Account, and needs to be accepted with your other financial Aid. For more information, visit http://www.financialaid.und.edu/Student_Employment.html

Q: I am an international Student. Am I eligible for Work Study?

A: No. In order to be eligible for Federal Work Study Employment, you need to be eligible to complete the FAFSA and receive the Federal Financial Aid. For more information on who is eligible, visit http://www.financialaid.und.edu/Student_Employment.html. International students are eligible to apply for Institutional jobs on campus. Visit www.und.edu/employment and click on the link for “On-Campus Student Jobs”, then “Students” for more information.

Q: My department is trying to hire me online, and it’s saying I’m not eligible. I know I am; what is the problem?

A: When the departments complete the hire to determine the students’ eligibility for employment, the system will reject your student ID number if it contains a W. ID numbers must contain only seven numbers, usually beginning with a 0 or a 7.

Q: My Federal Work Study hasn’t disbursed; what’s wrong?

A: Work Study funding will never disburse or apply towards your balance owed. A work study award indicates eligibility to seek employment and is not a guarantee of a job. If you are hired for a Federal Work Study job, you are eligible to earn up to the amount you accepted. The amount you earn will be issued to you in bi-monthly paychecks like every other employee at UND. These funds are yours to use as you wish, for rent, groceries, and other personal expenses.

RESOURCES

For more information on the following topics, go to the link listed after that topic.

Student Job Openings: <https://und.edu/one-stop/student-employment/student-job-openings.html>

Student Employee Resources: <https://und.edu/one-stop/student-employment/forms.html>

On this page:

Student Break Waiver

Student Employee FAQ's

Student Employment Expectations

Steps to take after hire: <https://und.edu/one-stop/student-employment/i9.html>

Student Employee Tax Information: <https://campus.und.edu/human-resources/employees/>

Student Employment Timeline: <https://und.edu/one-stop/student-employment/timeline.html>

Accommodation Request Form: <https://campus.und.edu/equal-opportunity/files/docs/accommodation-request-fillable.pdf>

Career Services Information

<https://und.edu/student-life/career-services/>

Career Services on UND is a department dedicated to helping students with a variety of career related things such as resume building, interviewing skills, finding co-ops or internships and many more. For more information on Career Services go to the resources and tools page.

Federal Work Study Increase Request Form

<https://dmsforms.ndus.edu/iFiller/iFiller.jsp?fref=b3741f2a-ee93-4e75-b777-5e133c668ac8>

A link to this form can be found in the references. If a student is approaching their award limit and wishes to continue working, the student can request their FWS award be increased. You may need to work with your student employees to determine an appropriate increase amount, based on the student's wage rate and average weekly hours. Once Student finance has reviewed the form, both the student and supervisor are informed of the result.

National Association of Colleges and Employers

<https://www.naceweb.org/about-us/>

National Association for College Employers (NACE) is a professional association that connects university relations and recruiting professionals, college career services professionals and business solution providers. NACE is a leading source of information on employing college educated students. NACE also projects hiring and trends in the job field, starting salaries, and recruiting and hiring practices. For more information on NACE please review the link above.

Student Employment FWS Database

https://sawebapps.und.edu/ci/cs/student_emp#/balances

This database is updated every pay period with the most current FWS earnings. Students, supervisors, and FWS administrators can log in to view and manage their FWS allotments, as well as their remaining amount for the year.