



Frequently Asked Questions

How do I subscribe to the lib_student_reps listserv?

To subscribe to the listserv, please email the Library Personnel Office (LibraryHR@unc.edu) the: Student Assistant Supervisor's name, library department, e-mail address, and a statement that says "I would like to subscribe to the lib_student_reps listserv."

With a Department Heads approval, what are the maximum hours a week an undergrad student worker can work and is there a minimum amount of hours a student can work per week?

Normally, Student Assistants work approximately ten hours per week. Longer or shorter working periods may be arranged with the approval of Department Heads. If approved by the Department Head, there is no specific minimum number of hours that a Student Assistant must work, but the maximum would be 40 hours per work week (unless additionally restricted by an international student's visa).

I have a student who is graduating, but who wants to work over intercession until commencement. Is that okay?

Yes. If a Student Assistant is graduating at the end of Spring Semester, the Student Assistant may only work through the day of Spring commencement. If a Student Assistant is graduating at the end of Fall Semester, the Student Assistant may only work through the day of Fall commencement. If a Student Assistant is graduating at the end of a Summer Session, the Student Assistant may work through the day before Fall classes start.

I thought student workers get a 15-minute break every 4 hour shift worked. Is that not correct?

A student who works three or more hours in succession is entitled to a fifteen-minute break during that working period. No one who works less than three hours in succession is entitled to a break. Functions, working conditions, hours and other factors vary from department to department of the Library. Therefore, in addition to the general conditions specified above, the Department Head may set other requirements reflecting the needs of the Department.

I have a student who usually receives her money through direct deposit but nothing showed up this morning. What should she do?

Contact the Library Personnel Office to research the status and/or location of her payment. If her direct deposit was cancelled, she may have it reinstated. This can be done by instructing the Student Assistant to e-mail the Library Personnel Office stating they would like to have direct deposit reinstated. This process may take up to 30 business days.

I have a student who will not be able to complete and return the student employment extension form by the deadline. What is the best way to deal with this?

In order to re-employ students who missed an extension deadline, a completed Student Assistant Employment Application must be submitted to the Library Personnel Office. Students will need to visit the Personnel Office with the completed application and I-9 documents to fill out paperwork before they begin working.

I just hired a student and she is currently working in another department. She's filled out and I've signed the student application form. Does she need to make an appt with Personnel to get set up? Just let me know what I/she needs to do.

The student should arrange a time to visit the Library Personnel Office any time Monday – Friday 8am to 5pm. Student Assistants do not need to make an appointment with the Library Personnel Office to be signed-up for employment. The student will only need to bring a completed Student Assistant Employment Application as long as they are currently on Payroll with another department.

What's the password for the intranet job page?

The password for the University Library Student Jobs Posting site is your Onyen and password. If you still have trouble accessing the Jobs Posting site, please contact the Library Personnel Office so that we may assist you.

One of my students received a W2 form from payroll around the end of January. He seems to have misplaced it and was wondering how to get another copy of it.

The Research Assistant can print their W-2 from Connect Carolina Self-Service. Employees who have technical problems viewing or printing their W-2 should contact the Help Desk at 962-HELP.

I have a Student Assistant coming into work tomorrow. He completed the Workplace Safety Training as a work study employee. Is he required to do it again?

No. The Library Personnel Office will have access to verify the Student Assistant's safety training history once the employee completes the Workplace Safety Form.