



Frequently Asked Questions

How do I subscribe to the lib_student_reps listserv?

To subscribe to the listserv, please email the Library Personnel Office with an e-mail that includes: Research 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."

What are the maximum hours a week a Research Assistant can work?

Normally, Research Assistants work up to 20 hours per week as the Graduate School does not generally allow them to work over 20 during the Fall/Spring semesters.

I have a Research Assistant who is graduating, but who wants to continue working after graduation. Is that okay?

Graduating Research Assistants may only work through the end of the month in which they graduate (May 31st or December 31st). If they want to continue working past that date, they must do so as a non-student temporary employee. The non-student temporary employee process should be initiated by the supervisor with the Library Personnel Office in advance of the graduation date.

Do Research Assistants get Vacation and Sick leave?

Research Assistants do receive leave based on the hours per week they work. For example, those that work 20 hours per week qualify for 4 hours of Vacation Leave and 4 hours of Sick Leave per month. They also receive 4 hours for any University Holiday. Vacation and Sick Leave can accrue month to month, if unused. University Holiday leave must be used on the actual University Holiday. No leave will be paid out at the end of the appointment.

I have a Research Assistant who usually receives their money through direct deposit but nothing showed up this morning. What should they do?

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

I just hired a Research Assistant. Does she need to make an appt with Personnel to get set up? Just let me know what I/she needs to do.

After selecting an applicant for a Research Assistant position, the supervisor will need to inform the Library Personnel Office (LPO) of the applicant's full name; PID; email address; start and end dates; and funding information. The LPO will contact the applicant to set up an appointment to complete the hiring paperwork prior to the start date.

One of my students received a W-2 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.