



# Work-Study Quick Guide: Onboarding

Remember, the WS program is intended to provide you with knowledge, skills, experience, and contacts to help you reach academic, professional, and personal goals! Be sure to look for opportunities that will help you develop skills as well as provide financial assistance.

Onboarding is a process by which new employees are integrated into an organization and familiarized with their new position, duties, and environment. Work-Study onboarding at UNC consists of 3 steps.



## **1. Complete Work-Study Training**

All materials associated with FWS student training can be found in Sakai on the “Work Study Student Training” page located at <https://sakai.unc.edu/portal/site/d678e51c-b164-4055-ab28-e6a78f6ca53e>

WS students will need to :

- A. Review the training presentation
- B. Complete the training assessment with a perfect score

## **2. Complete Verification & Enrollment with Human Resources**

Newly hired WS students will meet with their employer’s HR Officer to complete four benefits enrollment processes:

- A. I-9 Verification
- B. Federal Payroll withholding (for federal taxes)
- C. NC Payroll withholding (for state taxes)
- D. Direct Deposit Enrollment (may not be required for off-campus positions)



Students will need to provide certification documents for the I-9 process. You can find a full list of acceptable document options at <https://www.uscis.gov/i-9-central/acceptable-documents>.

## **3. Complete Onboarding with Your WS Supervisor**

On or before the first day of work, on-campus WS students will meet with their supervisor to complete University-required training on the TIM system, which students will use to log their work hours for payroll purposes; off-campus students will be trained on job-specific systems. Students will also be provided with any required training on topics such as confidentiality, workplace safety, or material handling.

Supervisors will also use this time to help the student become better acquainted with their workplace and duties. This usually takes the form of such items as:

- Tours of the workplace
- Introduction to coworkers
- Training on workplace equipment



**Still have questions? Check out the resources on the [JobX Student Page](#).**

