

Work Study Student vs Student Worker

Work Study Students and Student Workers are different and as such the process is different.

Work Study Students

1. Applies only to UNMC students
2. Funded by: Departments are responsible for paying 25% of the student's salary. The federal work study program will be billed for 75%.
3. **Earning/Wage Code: WSR. Work Study students must use the WSR code when completing their time sheet. Departments must use Wage Code WSR when entering paper timesheets** in SAP and allow the appropriate split of funding from department cost center and FWS cost center.
4. People Admin Process does not apply.
5. Background Check not required
6. Position number is assigned by Compensation. Department is responsible for contacting Compensation at unmccompensation@unmc.edu for Position Number.
7. Work Study students enrolled for ½ time or greater credit hours are exempt from FICA.
8. Department completes required New Hire paperwork, enters SAP and uploads documents in ADIS:
 - a. PAF: FTE 49% or less (up to 19.6 hours a week)
 - b. I-9 Form: I-9 Management System before starting day. The student must complete I-9 form before the student can work under Federal Work Study.
 - c. Federal W-4 2022 Form. The work study student must complete a W-4 before the work study student can work under Federal Work Study.
 - d. Nebraska W-4 2022 Form. The work study student must complete a W-4 before the work study student can work under Federal Work Study.
 - e. UNMC Direct Deposit Form.
 - f. Student Workers Unemployment Understanding.
 - g. Voluntary Self-Identification of Veteran Status Post-Offer Stage.
 - h. Voluntary Self-Identification of Disability Employee.
 - i. Department enters in SAP before start day. The hire date for FWS program is the date on the hire letter that is sent by Financial Aid.
 - j. Department uploads required documents in ADIS the day after SAP entry is completed.
 - k. Department Uploads "Hire Letter" department received from Financial Aid in ADIS.

Student Workers

1. **Applies only to University of Nebraska Students** (UNMC or UNK or UNL or UNO students only).
2. Receive a tax break because they are University Students (UNMC or UNK or UNL or UNO students only).
3. Funded by department 100%.
4. People Admin Process for Student workers must be completed.
5. Successful completion of Background Check is required
6. Position number is assigned by HR Staffing.
7. Department completes required New Hire paperwork, enters in SAP and uploads documents in ADIS:
 - a. PAF: FTE 49% or less (up to 19.6 hours a week)
 - b. I-9 Form: I-9 Management System before start day.
 - c. Federal W-4 2022 Form.
 - d. Nebraska W-4 2022 Form.
 - e. UNMC Direct Deposit Form.
 - f. Student Workers Unemployment Understanding.
 - g. Voluntary Self-Identification of Veteran Status Post-Offer Stage.
 - h. Voluntary Self-Identification of Disability Employee.
 - i. Department enters in SAP before start day.
 - j. Department uploads required documents in ADIS the day after SAP entry is completed