



# Work-Study Quick Guide: Receiving Wages

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.



To begin most payroll process, you'll meet with your employer's HR Officer during the onboarding process to set up Direct Deposit Enrollment which will ensure that your wages are promptly deposited to your chosen bank account each payday. Some off-campus employers use paper checks.

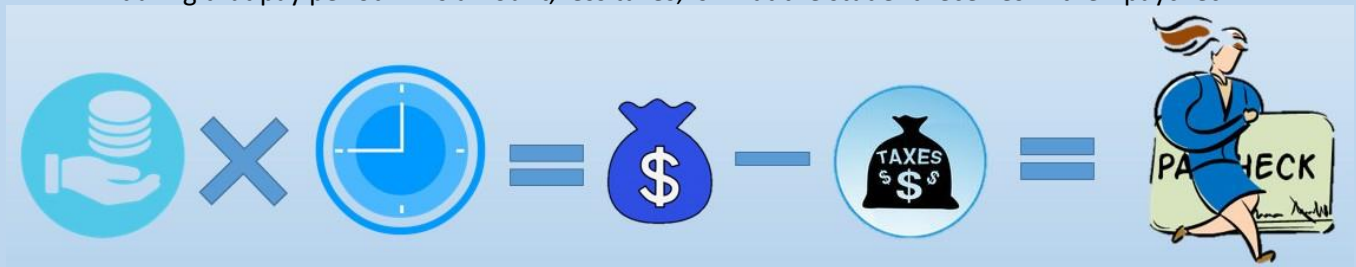
August	September	October	November	December	January	February	March	April	May
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31	31	31	31	31	31	31	31	31	31

Unlike other forms of financial aid which are disbursed at the beginning of each semester, WS wages are paid every on a rolling basis for on-campus students, pay is disbursed every two weeks- please go to this website and select the current year's SHRA Biweekly Schedule PDF:

<https://finance.unc.edu/services/payroll-preparation-and-distribution/>

Off-campus students will be paid according to their employer's schedule; either weekly, biweekly, or monthly.

The amount of pay a WS Student receives is based on their hourly rate multiplied by the number of hours worked during that pay period. This amount, less taxes, is what the student receives in their paycheck.



These funds can cover any direct (paid to UNC) or indirect (paid to other sources) expenses related to the student's college costs. These include tuition, food, housing, transportation to and from school, and supplies for school and the student's living quarters (e.g. laundry detergent, toothpaste, paper towels, blue books, scantrons).

**Expenses unrelated to school (e.g. vacation, gifts) can not be covered by a student's WS earnings.**

**Still have questions? Check out the resources on the [OSSA Work-Study Page](#)**

