2024-25

Federal Work Study

Student Employee Guidelines

CONGRATULATIONS on your job as a student employee at the University of Oklahoma! The Federal Work Study (FWS) Program is managed by Financial Aid Services (FAS). FAS is a department within the division of Enrollment Management. As a FWS student employee, we ask that you adhere to the division's Core Values and practice them in your workplace.

Enrollment Management Core Values

Integrity: Provide the best experience possible for each person you encounter. We will serve with compassion, serving others is our priority.

Care: We commit to produce quality work and grow as individuals/employees.

Intentionality: We look beyond ourselves and make giving back a priority. We will help others and build up our community.

Innovation: We have passion for what we do and will discover and utilize our strengths.

The mission of Enrollment Management is to support prospective and current students and their families from the point of application through graduation. If at any time you need assistance, please feel free to contact an Enrollment Management staff member. For **FWS and Payroll assistance**, you may contact the FWS Coordinator at workstudyprograms@ou.edu.

In accepting this position, you have assumed certain rights and responsibilities for which you will be held accountable. There are two sections to the Student Employee Guidelines. The first section outlines on-line trainings that are required of all OU employees plus Training Essentials to assist you in your new position. The second section is the FWS Student Employee Policies. You will need to understand these policies and attest by signing the agreement.

Section I: Training Essentials

The University of Oklahoma Human Resources offers a short video to new and existing student employees. Please take a moment to view this video at: *https://newemployee.ou.edu/Student-Employees*

Required On-line Trainings: https://onpoint.ou.edu/
- All new and current employees (students, temporary, part-time, and full-time)
- Complete within the first 30 days of employment
- Complete every other year, upon notification

Sexual Harassment and Discrimination Awareness Information Training

This educational exercise has been developed with the cooperation and assistance of the Equal Opportunity Office, the Offices of the Senior Vice President and Provost, the Office of Legal Counsel, the Office of Administrative Affairs, the Office of Human Resources, and the Department of Information Technology.

Participation is important and is required of all employees of the University of Oklahoma community. The program is offered on-line; you may complete the exercise at your convenience.

After completion, the University will automatically have a record of your compliance with the training requirement. The exercise will take an average of 15 to 20 minutes to complete.

Safety Awareness
Our goal is to increase safety and health awareness throughout the college. Information concerning Hazard Communications and Blood borne pathogens along with the required quizzes is required training for all OU employees.

Staff Handbook: https://apps.hr.ou.edu/staffhandbook
As an OU employee, you are required to adhere to the Universities Staff policies and procedures. You can acknowledge that you have received and reviewed the Staff Handbook by going to the link above.

Family Educational Rights and Privacy Act (FERPA)
Maintaining confidentiality of student records is the responsibility of everyone at the University of Oklahoma with access to student records, including faculty, staff, and student workers. This tutorial is designed to help you better understand the law governing the confidentiality of student education records by providing you with answers to commonly asked questions.

 This training is required of SWAT (Student Work Assistance Team) Students.

Section II: Payroll Information

Time Sheets and Payment

Student employees should keep track of their time worked on the current time sheet. Hours should be entered as you work rather than completing the whole-time report when it is due. Often, mistakes are made when student employees either pre-complete or post-complete their time reports. See appendix for the Work Force Time Entry processes.

Supervisors must check overtime sheets for accuracy and completeness prior to approving.

Wages reflect hours worked in a two-week period. Wages are based on the hourly rate established by the hiring department or agency. Time sheets are due to your supervisor on Friday at the end of the payroll cycle. *See attached payroll schedule for dates*.

Remember it is your responsibility to complete and submit your timesheet on time to your supervisor.

Students and hourly employees are paid every other week. *Your first paycheck will be two weeks in arrears per OU payroll processing.*

You can receive your paychecks in the following manner:

Payroll Services
Your first paycheck will most likely be mailed to you at the local address given on your personal data form. Thereafter, your paycheck will be submitted via direct deposit. For more information regarding your paycheck, go to: **https://www.ou.edu/payroll/my-pay/payroll-distribution-**

Direct-Deposit
Payroll Services highly recommends you set up Direct Deposit. Instructions for signing up for Direct Deposit are at the end of this booklet. **You will need to wait until your employee appointment is finalized in payroll, before you can access the Self-Service system.**

People Soft - Self-Service
https://hr.ou.edu/Self-Service
Use your 4X4 to log in

Employee Resources;
You may view, print, and edit your personal information through OU Human Resources, Self-Service. Using your OU 4X4, log onto the Self-Service website at
http://www.hr.ou.edu/SelfServiceIntroduction.asp

Personal Information Summary
You may update your personal information including your home and mailing address.

Paycheck Statements
Select:
- Payroll and Compensation
- View Paycheck
    - You have the option of saving or printing your paycheck statement

W-2's

By law, employers must mail employee W-2's by January 31st for wages earned in the prior year. Your W-2 **will be mailed to the address on file**. If you do not receive the mailed document, you may retrieve it through the Self-Service.

The link is: https://hr.ou.edu/Self-Service   Use your 4X4 to log in.
Select:
- Payroll and Compensation
- View W-2/W-2c Forms
  o You have the option of saving or printing your W-2

If your appointment is terminated prior to the end of the calendar year, you may not have access to Self-Service. In this case you may contact the Payroll Office at 325-2961 to have the document forwarded.

Payroll Questions and Concerns

If you feel there is an error in your paycheck, please contact your supervisor or the Federal Work Study Coordinator to resolve the situation.

Should you terminate your position, please complete a timesheet immediately and submit to your supervisor.

Section III: FWS Student Employee Policies

As a student employee, you make a commitment to your employer that you will perform your job duties assigned to you to the best of your abilities. Student employee positions are real jobs and should be treated as such. Consider your job an opportunity for professional development and an excellent occasion for you to build skills you cannot learn in the classroom. In addition, your supervisor may later serve as an employment reference and can be excellent source for letters of recommendation. The following are recommended good employee practices:

Supervision and Chain of Command
Student will report to their assigned supervisor who will serve as first point of contact for training, questions, comments, work hours, and time sheets. The assigned supervisor will provide an alternate staff member for when he or she isn't available.

Job Responsibilities
A student employee and their supervisor should review the job responsibilities prior to and during the first days of employment to ensure a thorough understanding of expectations. Any disciplinary actions, behavior concerns or dress code concerns should be addressed when they occur, and not wait for an evaluation.

Attendance and Work Schedules
Student employees are hired as part-time temporary employees and should be scheduled as such. We rely on the skills of supervisors and the good judgment of student employees to take all factors into consideration when establishing work schedules. Supervisors and students should remember that academic success remains the top priority.
–   No student employee can work during the time scheduled for class. It is also recommended that student employees do not work more than 20 hours per week with the exception of term breaks. –   Report to work on time and let your supervisor know when you arrive for work.
–   If you need to miss work for any reason, request permission from your supervisor in advance.
–   In case of an emergency, contact your supervisor as soon as you know you will miss work.
–   No call/no show is cause for instant termination.

Dress Code
An employee's appearance is an extension of the College and a reflection of the office. Business casual attire is expected unless otherwise stated. A sample of items not to wear is below.
–   No thin straps (spaghetti) or low-cut revealing clothing. Men may not wear sleeveless shirts. –   No crop tops.
–   No obscene language or symbols, provocative pictures or words, advertising of tobacco or narcotics on clothing, jewelry, or exposed body parts.
–   No strapless dresses. All skirts and dresses should be no shorter than 3" above the knee. – No athletic shorts or athletic sweatpants.
–   No see-through, provocative, or excessively tight or torn clothing.
–   No hats or ballcaps.
–   No blue jeans.
–   No flipflops.

Customer Service
First, seek to understand and then to be understood. Students are expected to serve all students, faculty, staff, visitors, and the general public in a friendly and courteous manner. Students are expected to offer as much assistance as possible and/or refer customers to the proper persons or departments when they are unable to give information. It is the responsibility of the student and employer to work together to make sure that all information disseminated through the office is correct.

Communications
An extension of providing the highest levels of customer service is to focus on the needs of the customer at hand.
- In order to maintain an atmosphere of professionalism and decorum and to focus on tasks, please have Cell Phones turned off or on vibrate during your work shift. No texting. If you need to make a phone call, please let your supervisor know, and a staff representative can cover the front desk if needed, while you make your call.
- Computers & Internet: The computer may be used to access the internet and work on class work, if all the student's related tasks are completed. IT regulations forbid downloading programs and software on the college computers.

Confidentiality
All departments on campus contain sensitive and confidential information. Students working with confidential information are not to share anything they learn about a student, alum, employer or staff and/or faculty member's records. FWS-CLS and SWAT student employees are all required to complete the FERPA test. Breaching confidentiality may result in immediate termination of a student's employment.

Conditions of Employment
- To maintain your eligibility, you must be enrolled in at least six credits during the semester (3 credits in summer) and maintain at least a 2.0 GPA.
- Follow the policies of the university and the agency in which you are working.
- Student employees are temporary, hourly employees who are hired on an as-needed basis. OU makes every effort to employ as many students as possible, but there is no guarantee that a student will find a position.
- Student employees, as at-will employees, may be terminated at any time during the semester or academic year.

Equipment and Supplies
- Do not misuse supplies or equipment. Equipment and supplies are to be used for official organizational business only.
- Use equipment only after receiving instructions and always keep safety in mind.

Breaks
Depending on your schedule, you may or may not qualify for breaks. The following are the rules according to ODOL (Oklahoma Department of Labor):

"Neither federal nor state law requires employers to provide breaks to employees age 16 or older. Mandatory break laws only apply to children under the age of 16. Breaks and lunch periods are considered benefits and remain at the discretion of the employer."

Check with your supervisor about the frequency and length of breaks you may take. It is recommended that you receive an unpaid 30-minute meal break if the workday is 6 hours or longer. Paid rest periods of twenty minutes may be provided for every four-hour segment, or major part of four hours, worked in one work period, as stated in 4.8 of the OU Staff Handbook.

Quitting and Termination

It is recommended that you give your supervisor notice if you plan to quit your job. This will allow your supervisor some time to find a replacement for you. Remember that your supervisor may be giving you a work reference in the future, so be careful not to "burn your bridges".

Student employees are considered at-will employees and may be terminated at any time. Any student employee who consistently does not meet work expectations may be terminated.

Below are examples of behaviors which may result in positive discipline, including the possibility of immediate dismissal:
- Tardiness or unexcused absences
- Carelessness or lack of attention that results in injury to property, person, or public relations
- Inappropriate conduct including profanity, physical violence, sexual misconduct and harassment
- Discourtesy or failure to work harmoniously with fellow employees
- Failure to serve the public with courtesy
- Breach of confidentiality
- Theft
- Being under the influence of drugs or alcohol while on duty
- Falsification of time reports

Signature Page

By signing below, you are stating that you have read and understood the Training Resources, Payroll Information and Student Employee Policies determined and approved by the Federal Work Study Student Employee Guidelines.

(All items must be completed and checked off before submitting)

☐   I have completed all required University of Oklahoma employee training

☐   I have read and agree to comply with FWS Student Employee Policies

☐   I have read and agree to comply with the OU Staff Handbook

_____

Student-Employee Name

_____   _____

Student Signature   Date

Payroll and Timesheet Deadlines

Award Period	Begin	End
* Fall and Spring	5-Aug-24	2-May-25
Fall only	5-Aug-24	27-Dec-24
*Spring only	11-Jan-25	2-May-25

*Students with fall and spring awards are eligible to work during this entire period, including breaks and holidays. There may be Summer 2025 FWS through June 30, 2025 - funding permitted

August 5, 2024 - December 27, 2024
FALL SEMESTER

Weeks Ending	Deadline Student Time Entry (end of shift Friday)	Deadline Supervisor Approve (5:00 PM Monday)	Pay Date
8/9/2024	8/9/2024	8/12/2024	8/23/2024
8/16/2024			
8/23/2024	8/23/2024	8/26/2024	9/6/2024
8/30/2024			
9/6/2024	9/6/2024	9/9/2024	9/20/2024
9/27/2024			
10/4/2024	10/4/2024	10/7/2024	10/18/2024
10/11/2024			
10/18/2024	10/18/2024	10/21/2024	11/1/2024
10/25/2024			
11/1/2024	11/1/2024	11/4/2024	11/15/2024
11/8/2024			
11/15/2024	11/15/2024	11/18/2024	11/29/2024
11/22/2024			
11/29/2024	11/29/2024	12/2/2024	12/13/2024
11/24/2023			
12/1/2023	12/1/2023	12/4/2023	12/15/2023
12/6/2024			
12/13/2024	*12/13/2024	*12/16/2024	12/27/2024
12/20/2024			
12/27/2024	*12/27/2024	*12/30/2024	1/10/2025

January 11, 2025 - May 2, 2025
SPRING SEMESTER

Weeks Ending	Deadline Student Time Entry (end of shift Friday)	Deadline Supervisor Approve (5:00 PM Monday)	Pay Date
1/17/2025			
1/24/2025	1/24/2025	1/27/2025	2/7/2025
1/31/2025			
2/7/2025	2/7/2025	2/10/2025	2/21/2025
2/14/2025			
2/21/2025	2/21/2025	2/24/2025	3/7/2025
2/28/2025			
3/7/2025	3/7/2025	3/10/2025	3/21/2025
3/14/2025			
3/21/2025	3/21/2025	3/24/2025	4/4/2025
3/28/2025			
4/4/2025	4/4/2025	4/7/2025	4/18/2025
4/11/2025			
4/18/2025	4/18/2025	4/21/2025	5/2/2025
4/25/2025			
5/2/2025	5/2/2025	5/5/2025	5/16/2025
5/9/2025			
5/16/2025	**5/16/2025	5/19/2025	5/30/2025
5/23/2025			
5/30/2025	**5/30/2025	6/2/2025	6/13/2025
6/6/2025			
6/13/2025	**6/13/2025	6/16/2025	6/27/2025

*These deadlines are subject to change during the holiday seasn due to Payroll Processing. Email notifications will be sent if due dates change.
**Depending on funding resources, these dates may be available for additional summer employment.

CAMPUS CLOSURES

INDEPENDENCE DAY	
LABOR DAY	Monday, Sept 2, 2024
THANKSGIVING	November 27 - Dec 1, 2024
WINTER BREAK	Dec 25, 2024 - Jan 1, 2025
MARTIN LUTHER KING	Monday, Jan 15, 2024

Time sheets are due by end of shift on the Due Date. Students must submit their time through time.ou.edu
Supervisors must have your submitted time sheet by the following Monday after the pay period by 5:00 PM

Late or Back-Dated Time Sheets: Late time sheets will not be accepted. Students will need to "amend" their time sheet and the hours will be paid out on the next available pay period.

The UNIVERSITY *of* OKLAHOMA

Employee Functions

Time & Attendance

Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.

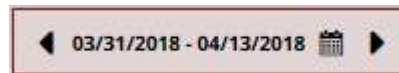| Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination. |
|---|

University time system:
http://time.ou.edu

Basic Time Entry

To enter time into timesheets, follow these steps.

1. From the Home Screen, select the **My Timesheet** link to open your timesheet.

2. Display the body of your timesheet using the default view or the view of your choice.

3. Ensure that the correct pay period displays.
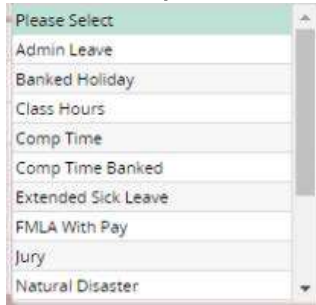

4. Click anywhere in the row in which you want to enter or modify time.

5. Record your time and attendance information (see *Entering In/Out and Elapsed Time* below).

6. Click **Save** after every timesheet change.

Entering In/Out and Elapsed Time

A pay code is the category to which your hours are assigned. Different categories of employees have access to different pay codes.

1. Click in a **Pay Code** cell to see the drop-down list of pay codes you can access.

Please Select
Admin Leave
Banked Holiday
Class Hours
Comp Time
Comp Time Banked
Extended Sick Leave
FMLA With Pay
Jury
Natural Disaster

If a pay code cannot be modified, it will appear with a shaded grey background and the cursor will change into a "Stop" symbol when placed over that row:

> Note: A **Pay Code** is the category to which your hours are assigned. Different categories of employees have access to different pay codes.

2. Select a pay code. Enter the time in the **Hours** column.

   - For pay codes associated with elapsed time (if applicable), simply enter the number of hours. For example: Paid Leave Unscheduled, comp time, etc.

Pay Code	Hours
Paid Leave Unscheduled	8.00

   - For pay codes associated with In/Out times, enter the In time on the first row of the **Hours** column and the Out time on the second row.

     o In/Out times can be entered in a variety of ways, for example:

        ▪ Enter "5" on the first row and click outside the cell. The system will interpret the time as 5 a.m. and enter it on the timesheet in the correct format.
        ▪ Enter "*X*p" (where *X* is a number from 1 to 12) to enter p.m. times.
        ▪ 5 p.m. can also be entered as "17".

Note: Employees can only enter paid leave unscheduled on their timesheet. Paid leave scheduled is automatically entered on the timesheet once the manager approves the request through the Request Time Off function.

- o The system prevents you from entering out times that are before in times or in times that are after out times. The system will highlight the error and display a warning message:

- For shifts which start on the previous day, type in "**-**" (the minus sign) before the time; for shifts that end the next day, type in "**+**" (the plus sign).

Monthly employee paid by supplemental payment

If you are a monthly paid employee that does work for another department and they pay you with a supplemental payment on the monthly payroll, you will need to enter the elapsed hours that you worked on your timesheet, select the department you did the work for and add a comment that explains what the extra work was.

Activity Tracking

If you perform separate tasks, you can differentiate the hours worked as long as your department has requested this functionality for your area. In Workforce, Activity Tracking (sometimes referred to as "Labor Distribution" or "LD") is used to charge worked hours to labor categories. Fields are present on the timesheet for capturing Activity Tracking information. Employees may enter values directly in the fields or select from pull down lists. Entries are validated when saving the timesheet.

Department	Project	Work Order
ADAE Architectural & Engineering	13-07 Imhoff Road Reconstruction	

Comments Field

Use the **Comments** field to enter additional information related to a particular time entry. Click the field to enter text.

In the **Table View**, the comments are accessible for a selected row by clicking the arrow.

☞ Another method of accessing the Comments field is to press Shift + Enter. This hotkey toggles the field open and closed.

The **Comments** field in **Table** view:

The **Comments** field in **List** view: