



# Federal Work Study Student Employee Guidelines

Updated: August 1, 2018



**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 and Student Financial Services (ESFS). As a FWS student employee, we ask that you adhere to the division's Core Values and practice them in your work place.

### **ESFS Core Values**

- Exceed Expectations:* We will serve with compassion; serving others is our priority  
*Become your Best:* We commit to produce quality work and grow as individuals/employees  
*Do the Right Thing:* We look beyond ourselves and make giving back a priority. We will help others and build up our community  
*Contribute:* We have passion for what we do and will discover and utilize our strengths  
*Support the Team:* We recognize that we are stronger when we collaborate.

The mission of ESFS 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 ESFS staff member. For **FWS and Payroll assistance**, you may contact the FWS Coordinator at [mari-ann@ou.edu](mailto:mari-ann@ou.edu) or 325-4003. You can read more about **ESFS Mission, Values, and Departments** at <http://www.ou.edu/esfs/mission>

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.

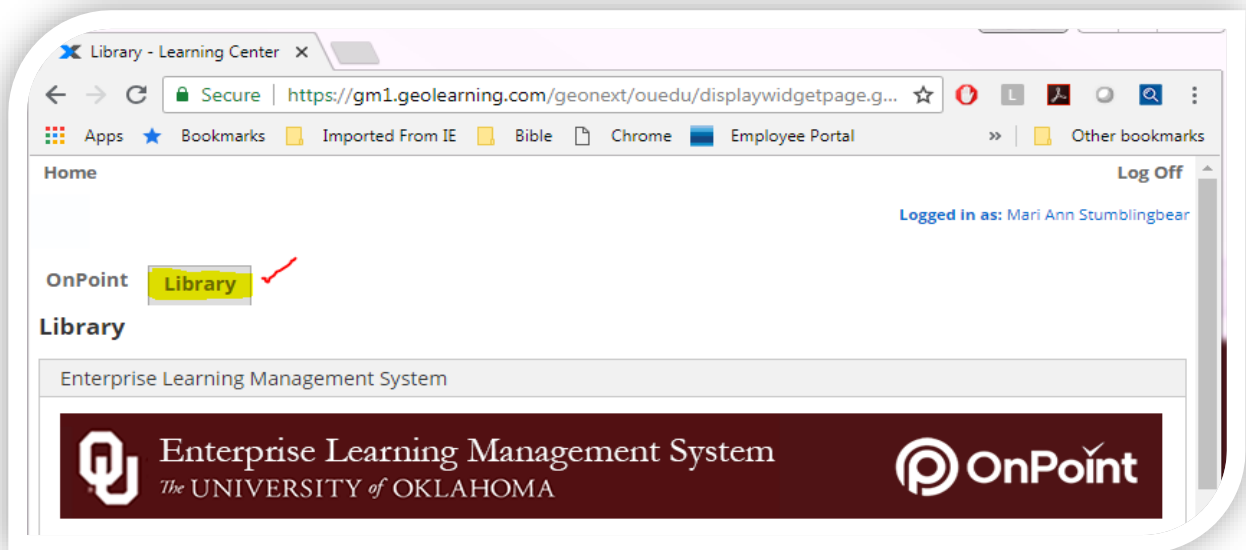
## **Family Educational Rights and Privacy Act (FERPA)**

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.

Log onto <https://onpoint.ou.edu/>

- On the main screen, upper left hand corner, select "Library".
- Select "Elective FERPA Training".

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



### **Elective FERPA Training for Employees**

Type: **Online Course**

The Family Educational Rights and Privacy Act ("FERPA") of

## **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.

Supervisors must check over time sheets for accuracy and completeness prior to signing. Any changes on time sheets must be approved and initialed by the supervisor and the student. Do not use white out.

Wages reflect hours worked in a two-week period. Wages are based on the hourly rate established by the hiring department or agency. Signed and approved 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.**

Student 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:

### **Buchanan Hall, 1<sup>st</sup> Floor – Bursar’s Office**

Paychecks are available on payday at the Office of the Bursar, Buchanan Hall, Room 105 between the hours of 8:00 AM and 5:00 PM. You need to present your ID to pick up your paycheck. Paychecks will not be mailed out.

### **Auto-Deposit**

You may elect to have your paycheck auto-deposited. The form is available online at:

<https://www.ou.edu/payroll/my-pay/payroll-tax-information-forms-direct-deposit>

## **Employee Resources: Self-Service**

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

## **Pay Check Statements**

Select:

- Payroll and Compensation
- View Paycheck
  - o 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 31<sup>st</sup> 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.

## Payroll and Timesheet Deadlines

Award Period	Begin	End
* Fall and Spring	6-Aug-18	24-May-19
Fall only	6-Aug-18	21-Dec-18
Spring only	2-Jan-19	24-May-19

\*Students with fall and spring awards are eligible to work during this entire period, including breaks and holidays.  
There may be Summer 2019 FWS through July 30, 2019 - funding permitted

August 6, 2018 - December 21, 2018

January 2, 2019 - May 24, 2019

### FALL SEMESTER

### SPRING SEMESTER

Weeks Ending	Student submit time sheet to Supervisor	Agency Fax/email time sheet to FAS	Pay Date	Weeks Ending	Student submit time sheet to Supervisor	Agency Fax/email time sheet to FAS	Pay Date
8/10/2018				12/28/2018			
8/17/2018	8/17/2018	8/20/2018	8/31/2018	1/4/2019	1/4/2019	1/7/2019	1/18/2019
8/24/2018				1/11/2019			
8/31/2018	<b>8/31/2018</b>	<b>8/31/2018</b>	9/14/2018	1/18/2019	<b>*1/18/2019</b>	<b>*1/18/2019</b>	2/1/2019
9/7/2018				1/25/2019			
9/14/2018	9/14/2018	9/17/2018	9/28/2018	2/1/2019	2/1/2019	2/4/2019	2/15/2019
9/21/2018				2/8/2019			
9/28/2018	9/28/2018	10/1/2018	10/12/2018	2/15/2019	2/8/2019	2/11/2019	3/1/2019
10/5/2018				2/22/2019			
10/12/2018	10/12/2018	10/15/2018	10/26/2018	3/1/2019	3/1/2019	3/4/2019	3/15/2019
10/19/2018				3/8/2019			
10/26/2018	10/26/2018	10/29/2018	11/9/2018	3/15/2019	3/15/2019	3/18/2019	3/29/2019
11/2/2018				3/22/2019			
11/9/2018	11/9/2018	11/12/2018	11/23/2018	3/29/2019	3/29/2019	4/1/2019	4/12/2019
11/16/2018				4/5/2019			
11/23/2018	<b>*11/21/2018</b>	11/26/2018	12/7/2018	4/12/2019	4/12/2019	4/15/2019	4/26/2019
11/30/2018				4/19/2019			
12/7/2018	12/7/2018	12/10/2018	12/21/2018	4/26/2019	4/26/2019	4/29/2019	5/10/2019
12/14/2018				5/3/2019			
12/21/2018	<b>*12/14/18</b>	<b>*12/14/2018</b>	1/4/2019	5/10/2019	5/10/2019	5/13/2019	5/24/2019

*\*These deadlines are early due to Payroll Processing and are subject to change as the holiday season draws closer.  
Email notifications will be sent if due dates change.*

### CAMPUS CLOSURES

<b>INDEPENDENCE DAY</b>	<b>Wed JULY 4, 2018</b>
<b>LABOR DAY</b>	<b>MONDAY SEPT 3, 2018</b>
<b>THANKSGIVING</b>	<b>NOVEMBER 22-23, 2018</b>
<b>WINTER BREAK</b>	<b>DEC 24, 2018 - JAN 1, 2019</b>
<b>MARTIN LUTHER KING</b>	<b>MONDAY, JAN 21, 2019</b>

Time sheets are due by 3:00 PM on the Due Date. All current time sheets can be faxed to 325-3936 or emailed (scanned originals) to mari-ann@ou.edu. Time Sheets must be emailed by the Agency Supervisor.

**Late or Back-Dated Time Sheets:** In order to expedite late time sheets in a timely manner, they must be faxed by the Agency Fax/email due date shown. A back dated time sheet will be expedited by FAS to payroll immediately upon receiving late time sheets.

## **Section II: 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 time scheduled for class. It is also recommended that student employees 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 ball caps.
- No blue jeans.
- No flip flops.



## **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 of 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 work day 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

(copy that remains with guide)

**Section II: FWS Student Employee Policies**

**Signature Page**

**By signing below, you are stating that you have read and understood the Training Resources 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

\_\_\_\_\_  
Federal Work Study student employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
FWS Staff Representative Signature

\_\_\_\_\_  
Date

(return this signed copy to Student Financial Center, Buchanan Hall, Room 215A)

**Section II: FWS Student Employee Policies**

**Signature Page**

**By signing below, you are stating that you have read and understood the Training Resources 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

\_\_\_\_\_  
Federal Work Study student employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
FWS Staff Representative Signature

\_\_\_\_\_  
Date