



# FEDERAL WORK STUDY (FWS) STUDENT EMPLOYEE ORIENTATION

Updated: August 1, 2017



## **CONGRATULATIONS on your job as a student employee at the University of Oklahoma!**

The Federal Work Study Program is managed by Financial Aid Center (FAC). FAC 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.

### Core Values

- Exceed Expectations
- Do the Right Thing
- Support the Team
- Become Your Best
- Contribute

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>*

In accepting this position, you have assumed certain rights and responsibilities for which you will be held accountable. There are two sections to this orientation. The first section outlines on-line trainings that are required of all OU employees. The second section is a comprehensive Student Employee Orientation. This is required of all students employed by the Federal Work Study (FWS) programs.

### SECTION I – ONLINE TRAININGS

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 members 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. On this site is information concerning Hazard Communications and Blood borne pathogens along with the required quizzes.

#### Family Educational Rights and Privacy Act

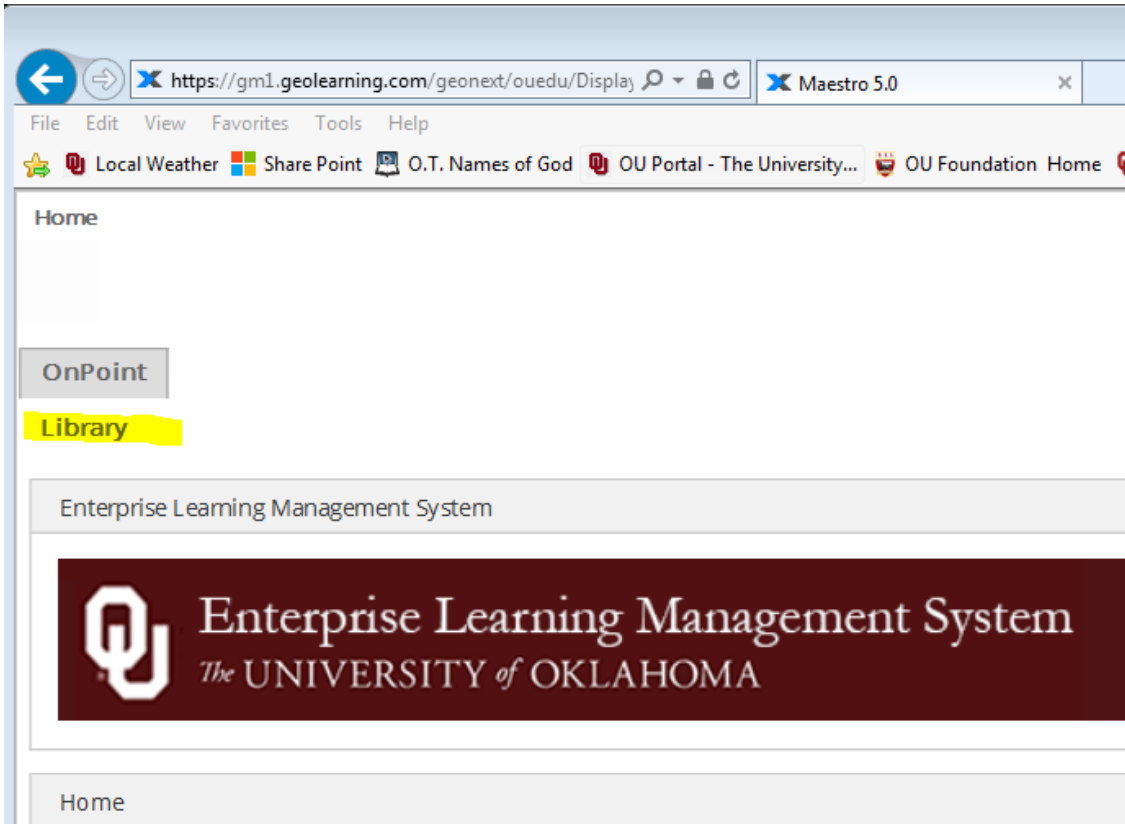
Maintaining confidentiality of student records is the responsibility of everyone at the University of Oklahoma with access to student records, including faculty, staff, and student workers. This tutorial is designed to help you better understand the law governing the confidentiality of student education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

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

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 Students.



### Elective FERPA Training for Employees

Type: **Online Course**

The Family Educational Rights and Privacy Act ("FERPA") or Public Law 93-380, also known as the Buckley Amendment, is a federal law that applies to the University of Oklahoma as an educational institution that receives funding under prog..

## SECTION II – STUDENT EMPLOYEE ORIENTATION

The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational services.

Inquiries regarding non-discrimination policies may be directed to: Bobby J. Mason, University Equal Opportunity Officer and Title IX Coordinator, 405-325-3546, [BJM@ou.edu](mailto:BJM@ou.edu), or visit <http://www.ou.edu/eoo.html>

### Expectations for OU Student Employees

The Student Employee Orientation reviews the rights and responsibilities of student employees of the University of Oklahoma. The orientation also explains the Federal, State and OU policies and procedures regarding student employment.

So that you may have a clear understanding what is expected of you, the following expectations are outlined:

#### Student Employee Rights & Responsibilities

Your **RIGHTS** as a student employee:

- To be treated fairly and equitably by your supervisor and OU.
- To know what is expected of you concerning your work schedule, duties, and other requirements made by the supervisor.
- To be informed about your work performance through verbal communication and performance evaluations.

Additional **RIGHTS** as a student at OU:

#### Student Code of Responsible Behavior, Procedure, Disciplinary Action, and Appeal

OU provides an environment, which encourages open, responsible and respectful exchange of opinions, ideas and information. Enrollment at OU carries with it the responsibility to learn course content and not to violate the Student Code of Responsibilities and Conduct as defined in Title 2 regardless of location. A student who violates the Code will be subject to disciplinary action as defined in Title 13.

For complete text of the Student Code of Responsibilities and Conduct please go to: <http://www.ou.edu/studentcode/OUStudentCode.pdf>

#### HUMAN RIGHTS

The University of Oklahoma values and respects diversity as a foundation for a healthy learning and working community. The Racial and Ethnic Harassment Policy provides a statement of non-discrimination and an affirmation of the rights and dignity of all individuals at OU. Included is a procedure for the prompt resolution of complaints of discrimination or harassment (Section III), including sexual harassment (Sexual Harassment/Sexual Assault Policy, Section I), which may be brought by any person who believes he or she has been subjected to discrimination or harassment by OU, its employees or students.

For complete text of this policy please go to:  
<http://www.ou.edu/content/dam/studentlife/documents/AllCampusStudentCode.pdf>

Your **RESPONSIBILITIES** as a student employee:

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:

#### ATTENDANCE and WORK SCHEDULES

Student employees are hired as part-time temps 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.

#### ATTITUDE

- Supervisors count on student employees to work.
- Act in a professional manner concerning all aspects of your work.
- Respond positively to constructive criticism.
- Try to establish good working relationships with your supervisor and other student co-workers.
- Always follow OU and agency policies and procedures.
- Remember that your behavior on the job reflects on both you and OU!

#### APPEARANCE & DRESS

**Dress appropriately for your job as specified by your supervisor. You represent OU whenever and wherever you work!**

#### COMPETENCY

- Always perform your assigned duties to the best of your ability.
- Follow instructions correctly and completely - do your best!
- If instructions are not clear, ask for clarification in order to complete each task accurately.
- If you are not able to complete an assignment because you don't have the skills or training necessary, tell your supervisor immediately.

#### 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.
- Students, as at-will employees, may be terminated at any time during the semester or academic year.

## CONFIDENTIALITY

Confidential information includes:

**DO NOT** release or share confidential information about other students to anyone, including family members of the student, either by phone or in person. Unauthorized release of confidential information is a serious violation of the Family Rights and Privacy Act (FERPA). Respect the records as if they contained your own personal information.

**DO NOT** discuss departmental or agency issues with anyone outside the University or organization.

**DO NOT** remove files or other materials from the work place.

*A breach of such confidentiality or any act of dishonesty may be just cause for your immediate dismissal.*

## DRUG-FREE WORKPLACE

The Drug-free Workplace Act (Government Code Sections 8350-8357) requires employers who contract with, or receive grants from, federal agencies to certify that they will meet certain requirements by providing a drug-free workplace. No employee shall unlawfully manufacture, distribute, process or use a controlled substance in the workplace and violations will result in disciplinary action that may include, but is not limited to, suspension or dismissal. Defined in Student Code of Responsibilities and Conduct, Title 16, Sections 6 & 15.

## 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.

## SMOKING

Smoking is prohibited in all facilities except for places specifically designated as "smoking areas."

## 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](#).

## FOOD & DRINK

Generally, food and drinks are not permitted near computers and may not be permitted at all in some work settings. Check with your supervisor for what is appropriate for your work setting.

## PERSONAL BUSINESS

Extended personal phone calls, texting and visits to the workplace are considered inappropriate. Conducting personal business such as paying bills during work hours is also considered inappropriate

## PUBLIC RELATIONS

*Listen carefully*

Give clear and polite responses to:

- o Other students, clients and visitors
- o OU employees

## QUITTING & TERMINATION

It is recommended that you give your supervisor a two-week 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 at the request of the employing agency.

Below are examples of behaviors which may result in disciplinary action, including the possibility of immediate dismissal:

- Excessive tardiness or absences without a legitimate excuse
- 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

## 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.**

## COMPLETING YOUR TIME SHEET:

The FWS Time Sheet is in an Excel spreadsheet. It is best to save the spreadsheet on the desktop you use at the department or agency where you work or on your personal computer. Your hours must be entered using Excel - handwritten times will not be accepted.

1. Input your beginning time in **hours/minutes am/pm** in the “In” box.  
***Round your time to the nearest quarter hour, i.e., .25, .50, .75***
2. At the end of your shift or when you take a meal break, enter your time in **hours/minutes am/pm** in the “Out” box.
3. Excel will automatically calculate your time with the specific hours worked after each shift.
4. At the end of the pay period, the completed time report is signed by you and your supervisor.
  - You may sign electronically and email your time sheet to your supervisor or,
  - You may print your time sheet, sign and submit to your supervisor.

Student and hourly employees are paid every other week. Your first paycheck will be two weeks behind due to the payroll processing of the University.



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. Forms are available in Payroll or at the desk of the FWS Coordinator, Buchanan Hall, Room 216. You will need a cancelled check in order to complete the form.

**EMPLOYEE RESOURCES; SELF-SERVICE**

You may view, print and edit your personal information through OU Human Resources, Employee 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 are not able to retrieve 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 or 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 it to your supervisor.

## 2017-18 FWS-CSL Payroll and Timesheet Deadlines

Award Period	Begin	End
* Fall and Spring	14-Aug-17	11-May-18
Fall only	14-Aug-17	22-Dec-17
Spring only	2-Jan-18	11-May-18

\*Students with fall and spring awards are eligible to work during this entire period, including breaks and holidays.  
There will be no Summer FWS for 2017-18

August 14, 2017 – December 22, 2017

January 2, 2018 - May 11, 2018

### FALL SEMESTER

### SPRING SEMESTER

Weeks Ending	Student submit time sheet to Supervisor	Agency Fax/email time sheet to FAC	Pay Date	Weeks Ending	Student submit time sheet to Supervisor	Agency Fax/email time sheet to FAC	Pay Date
8/11/2017				12/29/2017			
8/18/2017	8/18/2017	08/21/17*	9/1/2017	1/5/2018	1/5/2018	1/8/2018	1/19/2018
8/25/2017				1/12/2018			
9/1/2017	<b>*9/1/17</b>	<b>*9/1/17</b>	9/15/2017	1/19/2018	1/19/2018	1/22/2018	2/2/2018
9/8/2017				1/26/2018			
9/15/2017	9/15/2017	9/18/2017	9/29/2017	2/2/2018	2/2/2018	2/5/2018	2/16/2018
9/22/2017				2/9/2018			
9/29/2017	9/29/2017	10/2/2017	10/13/2017	2/16/2018	2/16/2018	2/19/2018	3/2/2018
10/9/2017				2/23/2018			
10/13/2017	10/13/2017	10/16/2017	10/27/2017	3/2/2018	3/2/2018	3/5/2018	3/16/2018
10/20/2017				3/9/2018			
10/27/2017	10/27/2017	10/30/2017	11/10/2017	3/16/2018	3/16/2018	3/19/2018	3/30/2018
11/3/2017				3/23/2018			
11/10/2017	11/10/2017	11/13/2017	11/24/2017	3/30/2018	3/30/2018	4/2/2018	4/13/2018
11/17/2017				4/6/2018			
11/24/2017	<b>*11/22/2017</b>	11/27/2017	12/8/2017	4/13/2018	4/13/2018	4/16/2018	4/27/2018
12/1/2017				4/20/2018			
12/8/2017	12/8/2017	12/11/2017	12/22/2017	4/27/2018	4/27/2018	4/30/2018	5/11/2018
12/15/2017				5/4/2018			
12/22/2017	<b>*12/15/2017</b>	<b>*12/15/2017</b>	1/5/2018	5/11/2018	5/11/2018	5/14/2018	5/25/2018

\*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>TUESDAY JULY 4, 2017</b>
<b>LABOR DAY</b>	<b>MONDAY SEPT 4, 2017</b>
<b>THANKSGIVING</b>	<b>NOVEMBER 23-24, 2017</b>
<b>WINTER BREAK</b>	<b>DEC 22, 2017-JAN 1, 2018</b>
<b>MARTIN LUTHER KING</b>	<b>MONDAY, JAN 15, 2018</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](mailto: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 x/email due date shown. A back dated time sheet will be expedited by FAC to payroll immediately upon receiving late time sheets.