



STUDENT FINANCIAL CENTER
FINANCIAL AID • SCHOLARSHIPS • BURSAR SERVICES

DIVISION OF ENROLLMENT MANAGEMENT

FEDERAL WORK STUDY (FWS)
STUDENT EMPLOYEE GUIDELINES
2025-2026

University of Oklahoma

Division of Enrollment Management

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 Federal Work Study student employee, we ask that you adhere to the division's Core Values and practice them in your workplace.

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

In accepting this position, you have assumed certain rights and responsibilities for which you will be held accountable. There are three 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 provides information regarding payroll services. The third section contains the FWS Student Employee Policies. You will need to understand these policies and attest by signing the agreement.

CONTACT INFORMATION

Main Contact

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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>

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 bloodborne 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

Students are required to clock in at the start of each shift and clock out at the end of each shift. Students will not be able to edit their time and must submit requests to edit time sheets to their supervisor **BEFORE** the time sheet is due for the end of the pay period.

Students should not clock in and out for fifteen-minute breaks, as they are paid breaks. However, students should clock in and out for lunch breaks or longer absences.

Wages reflect the 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 time sheet 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/employees/my-pay/student-employees>

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

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

<https://hr.ou.edu/Self-Service>

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-2s

By law, employers must mail employee W-2s 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>

Select:

- Payroll and Compensation
- View W-2/W-2c Forms

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.

You can find the paycheck calendar and pay period dates at the following link:

<https://www.ou.edu/payroll/employees/my-pay/paycheck-calendar>

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 opportunity 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 an excellent source for letters of recommendation. The following are recommended good employee practices:

Supervision and Chain of Command

Students 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 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 aged 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 a 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 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

CORE VALUES

Integrity

- Do the right thing by exercising good judgment, accountability, and honesty.
- Create a safe environment for students, families, team members, and other partners. Be aware, identify, correct, and report safety concerns.
- Exhibit emotional intelligence and self-awareness. Be transparent and thoughtful in your communication.
- Keep conversations positive and appropriate.

Care

- Provide the best experience possible for each person you encounter and at every step of Enrollment
- Management processes. Greet, welcome, engage with, and thank all visitors. Prioritize serving others by being friendly and approachable (have a heart for service).
- Value inclusivity: ability to work with a diverse group of people; able to relate and be relatable to all those you serve.
- Commit to being a team player with a positive attitude.

Intentionality

- Contribute to the excellence of Enrollment Management and OU; stay highly motivated. Have a strong individual work ethic as it is vital to the success of the team as we work to provide students with access to higher education.
- Gain knowledge in Enrollment Management core competencies.
- Provide accurate information, anticipate needs, and offer assistance. Meet deadlines consistently and respond in a timely manner.

Innovation

- Have a natural curiosity to learn and continually pursue personal and professional growth in the field of higher education and Enrollment Management.
- Maintain a focus on innovation, display an understanding of positive change, and possess a strong analytic ability.
- Model efficiency by researching best practices.

FAQs about Federal Work Study

What is Federal Work-Study (FWS)?

FWS is an opportunity award from the Federal Government that benefits students as well as the University. Federal Work Study (FWS) provides students with experiential learning and additional income.

FWS is known as a “self-help” award rather than a grant or a scholarship, which are considered “free money” awards.

How can I get FWS?

Complete and submit the Free Application for Federal Student Aid (FAFSA) as soon after January 1 as possible for the following fall/spring terms.

Once I receive FWS, how do I get a work-study job?

Job listings are found online at jobs.ou.edu. You can use the website or get personal assistance at the Human Resources department located in the NEL building, Room 205 at 905 Asp Avenue.

Application process for jobs.ou.edu

- Click on “Log In” and create your unique username and password.
- Click on “Create Application” and fill out your basic profile application and click save. Your saved application can then be used to apply for multiple positions.
- Click on “Search Listings” and select “Work Study student only” under the “Job Search Category”.
- Review the listings that interest you. Click “Apply to this listing” and follow the prompts to apply for a position. You may apply for as many student jobs as fit your interest. You may want to contact the department and let them know you have applied for their position.
- Departments will review applicants on the website and will contact you if you are selected for an interview.

Why is FWS beneficial to me, as a student?

- Your education is of utmost importance. It comes first. Unlike most part-time jobs, your on-campus employer will work around your schedule so that you have time for classes and for studying.
- You will receive a paycheck for your work. You can use it to pay for any expenses that you have including your Bursar bill.
- FWS can replace or reduce the amount of student loan debt. Loans must be repaid; FWS does not.
- In applying for the FAFSA, the government will subtract out FWS earnings when considering how much you could contribute to your college expenses. The earnings you report from work performed at a FWS job do not count as earnings used to pay for college expenses for future years.

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



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Award Period	Begin	End
Fall and Spring *	08/11/2025	05/01/2026
Fall only	08/11/2025	12/26/2025
Spring only	01/12/2026	05/01/2026

*Students with fall and spring awards are eligible to work during this entire period, including breaks and holidays. There may be Summer 2026 Federal Work Study through June 30, 2026 – funding permitted.

August 11, 2025 - December 26, 2025

January 12, 2026 - May 1, 2026

FALL SEMESTER

SPRING SEMESTER

Weeks Ending	Student Time Entry (end of shift Friday)	Deadline Supervisor Approve (5:00 PM Monday)	Pay Date	Weeks Ending	Student Time Entry (end of shift Friday)	Supervisor Approve (5:00 PM Monday)	Pay Date
8/15/2025				1/16/2026			
8/22/2025	8/22/2025	8/18/2025	9/5/2025	1/23/2026	1/23/2026	1/26/2026	2/6/2026
8/29/2025				1/30/2026			
9/5/2025	9/5/2025	9/8/2025	9/19/2025	2/6/2026	2/6/2026	2/9/2026	2/20/2026
9/12/2025				2/13/2026			
9/19/2025	9/19/2025	9/22/2025	10/3/2025	2/20/2026	2/20/2026	2/23/2026	3/6/2026
9/26/2025				2/27/2026			
10/3/2025	10/3/2025	10/6/2025	10/17/2025	3/6/2026	3/6/2026	3/9/2026	3/20/2026
10/10/2025				3/13/2026			
10/17/2025	10/17/2025	10/20/2025	10/31/2025	3/20/2026	3/20/2026	3/23/2026	4/3/2026
10/24/2025				4/10/2026			
10/31/2025	10/31/2025	11/3/2025	11/14/2025	4/17/2026	4/17/2026	4/20/2026	5/1/2026
11/7/2025				4/24/2026			
11/14/2025	11/14/2025	11/17/2025	11/28/2025	5/1/2026	5/1/2026	5/4/2026	5/15/2026
11/21/2025				5/8/2026			
11/28/2025	*11/25/2025	*11/25/2025	12/12/2025	5/15/2026	5/15/2026	5/18/2026	5/29/2026
12/5/2025				5/22/2026			
12/12/2025	12/12/2025	12/15/2025	12/26/2025	5/29/2026	**5/29/2026	6/1/2026	6/12/2026
12/19/2025				6/5/2026			
12/26/2025	*12/22/25	*12/22/25	1/9/2026	6/12/2026	**6/12/2026	6/15/2026	6/26/2026

**These deadlines are subject to change during the holiday season 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 1, 2025

THANKSGIVING

November 27 & 28, 2025

WINTER BREAK

Dec 24, 2025 - Jan 2, 2025

MARTIN LUTHER KING

Monday, Jan 19, 2026

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. Supervisors will need to "amend" their time sheet and the hours will be paid out on the next available pay period.