Student Worker Information

Timekeepers will see two types of Student Workers (with the exception of SFS, who has three) WSF and REG.

**WSF (6700) and REG (6701)**

The max hours are increased to 40 hours per week during the summer semesters for both REG and WSF students.

**NOTE:** Only students who have a FAFSA on file for the following year (or are taking summer classes) are eligible for Work Study Funding.
**Student Worker Information Cont’**

**Explanation of the FOPL**

<table>
<thead>
<tr>
<th>Student Job</th>
<th></th>
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<tbody>
<tr>
<td>100000-22815-04/6700/9S/22815/STU00/0/S22815-00Templ 9.00</td>
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<tr>
<td>100000-40600-05/6700/9S/40600/STU00/0/S40600-00Campu 8.00</td>
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<tr>
<td>100000-40600-05/6700/9S/40600/STU00/0/S40600-01Campu 9.50</td>
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</tbody>
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- **FUND ORG PROGRAM**
- **ACCOUNT**
- **EMPLOYEE CLASS**
- **TIMESHEET ORG**
- **POSITION CLASS**
- **TIMEKEEPER GROUP**
- **SPECIFIC JOB (POOLED PCN & SUFFIX)**
Entering Missing Time for a MultiJob Student

**STEP 1:** Click on the In tab on the student's timecard for the day in which the student missed/forgot a punch.

**STEP 2:** In the Transfer cell drop down list, select the student's FOAPAL that matches exactly what generated on the “Find My Student” report for your job.

**NOTE:** If the Primary Job on the report lists your FOAPAL, no information in the Transfer cell is needed. The time inputted will automatically pay to the Primary Job.

The timecard should look like this.