

# 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)

Name	ID	TUID	Primary Labor Account
	2027247-4500000		100000-45000-08/6700/S/45000/STU00/O/S45000-00CAMPU 8.00

**WSF:** During the Fall/Spring Semesters, WSF students can work a **max of 20 hours per week** until they have used the entirety of their work study funding awarded to them for that semester.

**NOTE:** If students run out of their WSF they can request additional funding through the Student Financial Services (SFS) department if it becomes available.

To distinguish between the two, you will need to identify their **account number** in the **Primary Labor Account**.

Name	ID	TUID	Primary Labor Account
	1146278-1344000		100000-13440-0/6701/S/13440/STU00/O/S13440-00CSTC 10.00

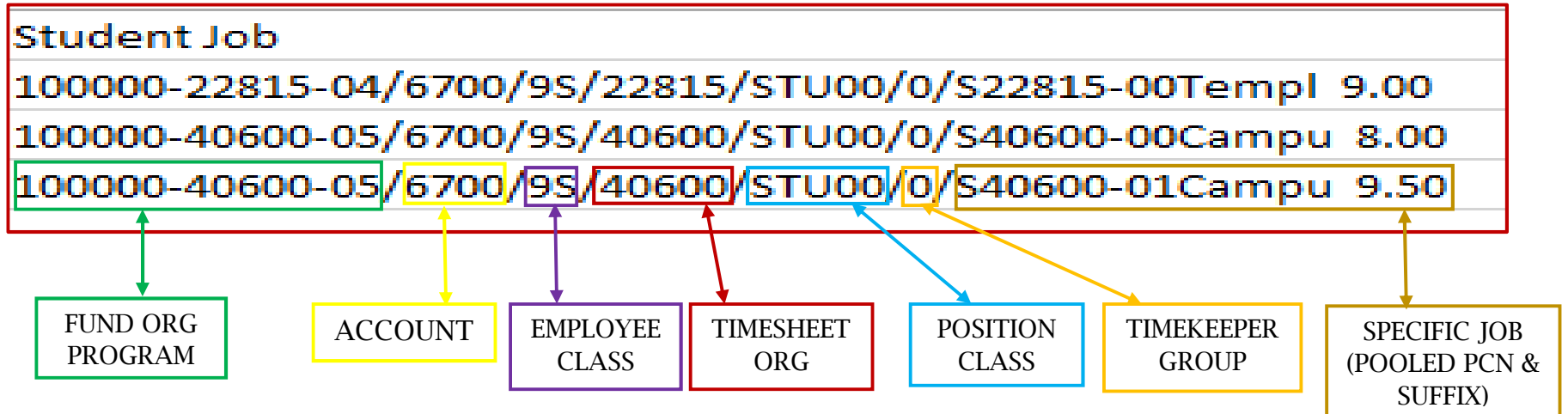
**REG:** During the Fall/Spring semesters, REG students can work a max of 28 hours per week which will be paid through their department's budget.

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



# Entering Missing Time for a MultiJob Student

## Entering Time for MultiJob Student

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

**STEP 2:** In the **Transfer** cell drop down list, select the students 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.

In	Transfer	Out
8:00AM	:S40600-01Campu 9.50 - 1;Student	5:00PM

:TUID	:Personnum	:Name	:Find_Acct_ShortName	Student Job	Primary or Overload
1869676-2281500			S22815-00Templ 9.00 - 2	100000-22815-04/6700/9S/22815/STU00/0/S22815-00Templ 9.00	Primary
1869676-2281500			S40600-00Campu 8.00 - 2	100000-40600-05/6700/9S/40600/STU00/0/S40600-00Campu 8.00	Overload
1869676-2281500			S40600-01Campu 9.50 - 1	100000-40600-05/6700/9S/40600/STU00/0/S40600-01Campu 9.50	Overload

In	Transfer	Out
8:00AM	;100000-40600-05/6700/9S/40600/STU00/0/S40600-01Campu 9.50;Student - WSF	5:00PM
8:00AM	;100000-40600-05/6700/9S/40600/STU00/0/S40600-00Campu 8.00;Student - WSF	5:00PM
8:00AM		5:00PM

The timecard should look like this.