FRANCISCAN
MISSIONARIES OF OUR LADY
UNIVERSITY

STUDENT WORKER AND SUPERVISOR MANUAL

FEDERAL WORK-STUDY PROGRAM INFORMATION

The federal work-study program provides part-time employment to students who have been identified as having financial need. Earnings from the program assist students in meeting their educational expenses. The program also provides valuable employees to the University.

Please note the following:

- The federal work-study program is NOT a program meant to pay students to study. Studying should not occur on the job unless approved by a supervisor.

- The federal work-study award is part of a student's federal financial aid package. The application for federal aid is the FAFSA. Students must file the application and meet eligibility criteria EACH YEAR to be awarded work-study. Work-study is a limited funded program and therefore not all students who meet eligibility requirements are awarded. Awards are generally made on a first-come, first-serve basis to students who have completed the federal financial aid process. For these reasons, students awarded work-study for the current academic year are not guaranteed to remain employed for the following academic year. Students who wish to continue working for the next academic year should file the FAFSA early to ensure consideration for work-study funds. The FAFSA is available October 1 of each year.

- Working during scheduled class time is prohibited. If your class is cancelled, you must document on your timesheet that the class was cancelled by writing in the notes section "class cancelled".

ASSIGNMENTS AND SUPERVISORS

Students are assigned to a department or specific faculty/staff member by the Office of Financial Aid. Students are provided with the name of their supervisor at the time of assignment. Students may request reassignment if they are unable to work the schedule preferred by their supervisor. Supervisors may also request a student be reassigned to another department if the student does not perform assigned duties satisfactorily.

FIRST WEEK OF WORK FOR NEW EMPLOYEES

Supervisors should ensure that each new student worker completes the following during his or her first week of work:

1. Determine where (on which computer) time will be clocked. Learn how to clock time through the ATM system and start recording time worked on a paper timesheet.
2. Read this manual.
3. Establish a schedule acceptable to both student and supervisor.
4. Determine where timesheets will be kept and whose responsibility it will be to submit timesheets.

HOW TO LOG-ON TO THE COMPUTER

1. Make sure you are logging in on the right domain. It cannot say OLOL College anymore. It must be the FMOL-HS domain.
2. Enter ID. ID is **fmol-hs\username** (username is your computer and atm network id)
3. Enter password. Password is the Temp####. (last 4 numbers of SSN)

Oracle

Oracle is an online feature that allows you to set up/change direct deposit, view paycheck stubs, set up or change tax withholdings, obtain w-2's, etc.
You can access Oracle from off campus with the following steps:

1. To access Oracle, go to My Portal on www.franu.edu
2. Click on the Oracle Tab

WORK SCHEDULE

Student workers must set a schedule with their assigned supervisor. Breaks, lunches, and schedule changes or conflicts must be discussed with a supervisor. Students are expected to adhere to their schedule. ***Per federal regulation, students are not to work or be paid for hours worked during their scheduled class times. Per Franciscan University Office of Financial Aid policy, student workers are not to work in excess of 25 hours per week.***

PAY

Student workers are paid an hourly rate and may earn up to the total amount of work-study funds awarded in their financial aid package. Students are responsible for maintaining their allocation to ensure the student does not exceed the annual work study limit. Students and supervisors will be notified by email when the student is close to earning his or her allocation. Students are notified of their pay rate during orientation. Paydays are every other Friday (see schedule on page 4).

DOCUMENTING TIME WORKED

The number of hours worked must be documented through the ATM clocking system ***and*** on a paper timesheet.

ATM Clocking Instructions

All student workers are required to clock in when arriving to work, and clock out when leaving work. Clocking in/out is done through the ATM system accessible via on-campus computers.

To clock in/out:

1. Log-on to the University portal.
2. Click on ATM/Kronos under my resources and links.
2. Click on Continue with FRANUSSO (don't enter ID and password).
3. Click on Punch Tab and the system will clock in and log the time.
4. Click on Punch Tab to clock out ATM/Kronos.
5. Approve your time on your timecard at the end of the pay period (Every 2weeks).

Special Notes to students regarding clocking:

- *Clock in/out each time you arrive/leave. If you leave work to go to class, and then come back later, you should clock out when you leave, then clock back in when you return.*
- *If you forget or are unable to clock in, you should still clock out. It is very important that you document the times you did not clock on your paper timesheet as it is the only record of your time worked for that day. Please make a note on the timesheet to indicate the times not clocked.*
- *Please approve your time at the end of the pay period. You can do this under the Approve Timecard Tab.*

Timesheet Instructions

- A new timesheet **must be** completed for each pay period. The timesheet provides signature confirmation from the supervisor that the documented times were worked by the student. In addition, in the event that a student forgets to clock in or out, the timesheet will be referenced for the missing information.
- *Completed timesheets are due to the work study coordinator in the Office of Financial Aid in the Student Services Building on the due dates listed in the payroll chart on page 4 no later than 10:30 AM.*
- Hand delivered or scanned timesheets are acceptable delivery methods for everyone except community service workers. Community Service workers must submit the original timesheet not a copy of the timesheet to the work study coordinator.
- Please do not interoffice mail timesheets as they may not arrive in time for payroll approval.
- Submitting false timesheets will result in student worker termination.

FAILURE TO COMPLY WITH THE ATM CLOCKING AND TIMESHEET INSTRUCTIONS WILL RESULT IN DELAYED PAY.

CONFIDENTIALITY

In some cases, student workers may have access to sensitive information. Sensitive information includes social security numbers, personal contact information, academic records, and institutional information not available to the general public. This type of information should only be accessed by student workers for work associated reasons when approved by a supervisor. This information should never be shared.

2026-2027 INFORMATION

EMPLOYMENT DATES

Students may begin working: **August 17, 2026** (first day of class).
Last day to work for students graduating in fall: **December 05, 2026**.
Last day to work for students graduating in spring: **May 08, 2027**.
Last day to work for summer: **July 24, 2027**.

Students must be enrolled in a given semester to work during that semester. Students may work between semesters when they are planning on attending the next semester in which they have work study.

Pay period Begin Date	Pay period End Date	Timesheet Due Date	Paycheck Date
08/09/26	08/22/26	08/24/26	08/28/26
08/23/26	09/05/26	09/07/26	09/11/26
09/06/26	09/19/26	09/21/26	09/25/26
09/20/26	10/03/26	10/05/26	10/09/26
10/04/26	10/17/26	10/19/26	10/23/26
10/18/26	10/31/26	11/02/26	11/06/26
11/01/26	11/14/26	11/16/26	11/20/26
11/15/26	11/28/26	11/30/26	12/04/26
11/29/26	12/12/26	12/14/26	12/18/26
12/13/26	12/26/26	12/28/26	01/01/27
12/27/26	01/09/27	01/11/27	01/15/27
01/10/27	01/23/27	01/25/27	01/29/27
01/24/27	02/06/27	02/08/27	02/12/27
02/07/27	02/20/27	02/22/27	02/26/27
02/21/27	03/06/27	03/08/27	03/12/27
03/07/27	03/20/27	03/22/27	03/26/27
03/21/27	04/03/27	04/05/27	04/09/27
04/04/27	04/17/27	04/19/27	04/23/27
04/18/27	05/01/27	05/03/27	05/07/27
05/02/27	05/15/27	05/17/27	05/21/27
05/16/27	05/29/27	05/31/27	06/04/27
05/30/27	06/12/27	06/14/27	06/18/27
06/13/27	06/26/27	06/28/27	07/02/27
06/27/27	07/10/27	07/12/27	07/16/27
07/11/27	07/24/27	07/26/27	07/30/27

Some dates may change due to holiday scheduling. In the event of a change, students will be notified by email.

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FEDERAL WORK-STUDY TIME SHEET

Name: _____ Pay Period: ____/____/____ - ____/____/____

Lawson #: _____ Department: _____

DAY AND DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL HOURS	NOTES
Sun ____/____						
Mon ____/____						
Tues ____/____						
Wed ____/____						
Thurs ____/____						
Fri ____/____						
Sat ____/____						
Sun ____/____						
Mon ____/____						
Tues ____/____						
Wed ____/____						
Thurs ____/____						
Fri ____/____						
Sat ____/____						

Student Signature: _____

Supervisor Signature: _____