# SUPERVISOR TRAINING

SUPERVISOR RESPONSIBILITIES

- Supervisors must ensure that all student workers create and follow a pre-arranged work schedule that is acceptable to their employer and themselves. The work schedule may not conflict with the students class schedule and will not exceed 7 hours a day (with at least a half hour lunch break). Also, the work schedule may not exceed 15 hours a week (for STU/FWS/Campus Employment funded students) or 20 hours a week (all other student workers) on a Sunday through Saturday basis.

- Student Workers may not work when the University is closed/holidays.

- Timesheets are due every 15th and last day of every month.

- Student workers have until 11:59 pm to submit timesheets. As the supervisor, you have until 11:59 am the following day, to approve hours submitted.

- Any timesheets that are not approved by supervisors will not be approved by the Office of Financial Aid.

NOTIFICATIONS/EMAIL

- Supervisors will receive the following notification via email after each student worker has submitted their timesheet for the pay period. You will need to log in to your Bobcat account in order to review the hours that have been submitted
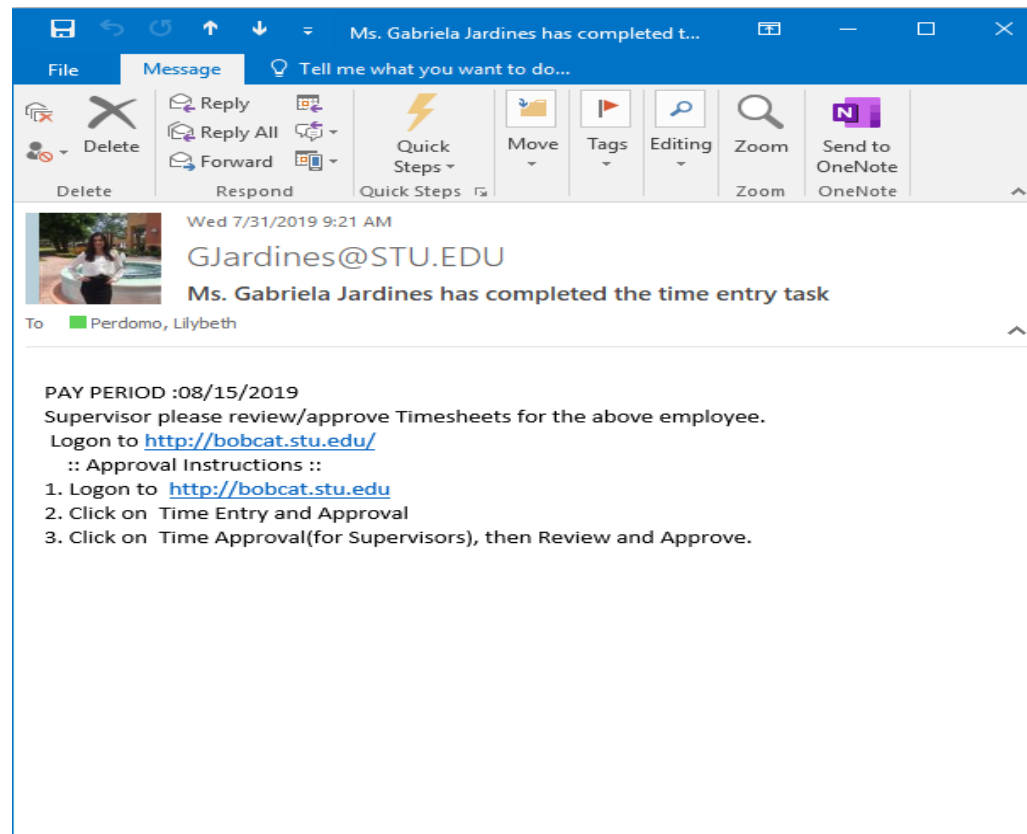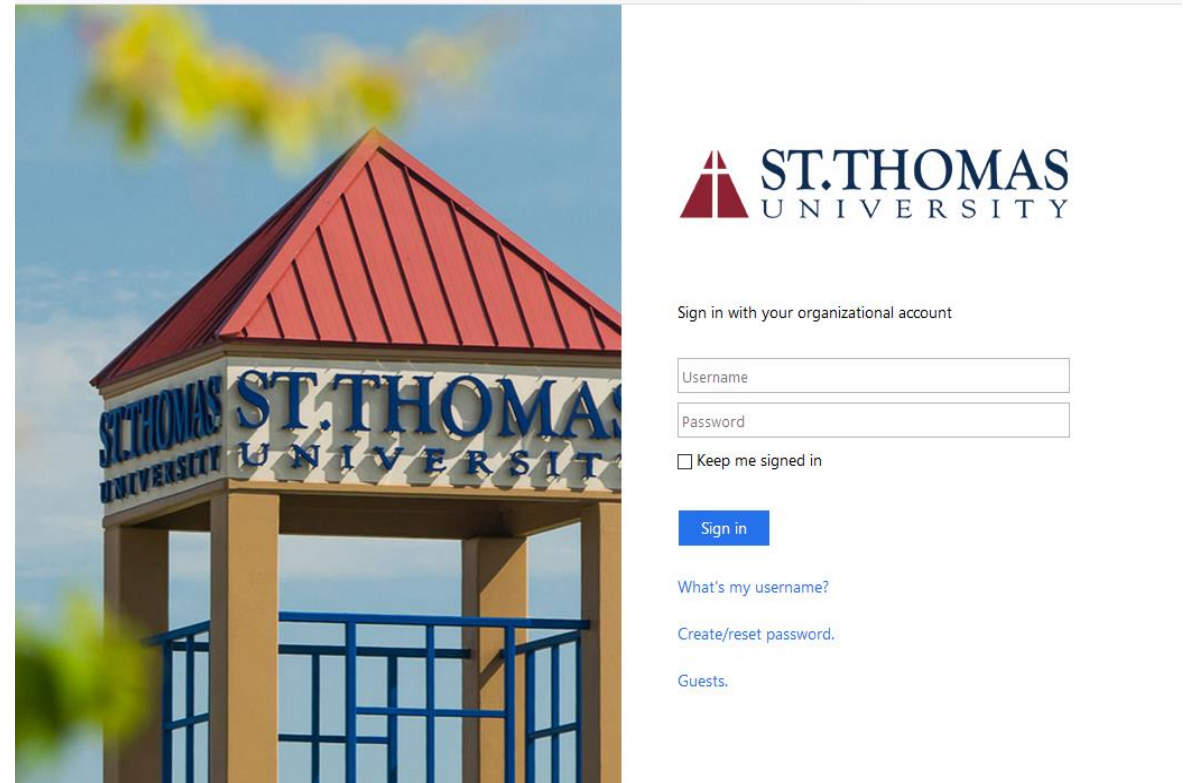
REVIEWING/APPROVING STUDENT EMPLOYEE TIME SHEET

Step 1. Go to www.stu.edu and click on the MyBobcat Link.
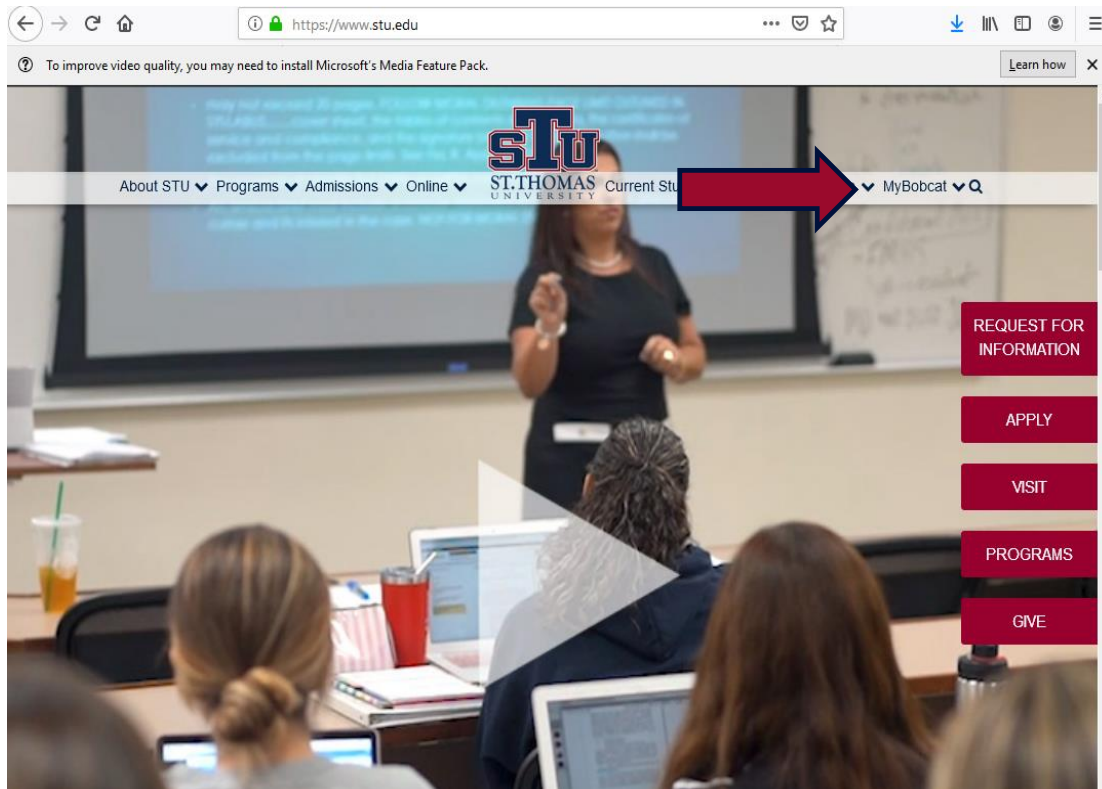
Step 2. Login to My Bobcat using your STU username and STU PIN number.

REVIEWING/ APPROVING STUDENT EMPLOYEE TIME SHEET

Step 3. Select the Time Entry and Approval Link

Step 4. Select the Time Approval for Supervisor link.

REVIEWING/ APPROVING STUDENT EMPLOYEE TIME SHEET

Step 5. Select time sheet to Approve.

Timesheets that are ready for approval will have a check mark on the left hand side. Click "Submit". This will open students timesheet and will allow you to make any necessary adjustments and either approve or reject the timesheet.

REVIEWING/APPROVING STUDENT EMPLOYEE TIME SHEET

In the section below, you may choose to approve or reject the students timesheet. You also have the option of entering comments or any additional hours that must be entered for the student. Once you click "Submit" on this screen, you will no longer have access to that students timesheet for that pay period.

FAQ

- How many students can I hire every semester?

Prior to the start of the Fall semester, every department must submit a "Position Request Form" to the Financial Aid Office for review and approval. We will determine approved positions based on funding availability. Summer allotment may vary due to funding as well.

- Will my current work study students qualify to work the following year?

Work Study eligibility is determined by the information listed on the students FAFSA. Information may change from one year to the other making the student ineligible. Work Study eligibility is also based on the funding available. For these reasons, the award is not always guaranteed.

- What can I do if both my student worker and I forgot to submit time?

Any hours not submitted by the deadline must be submitted in the comments section of the students upcoming timesheet. The Financial Aid office will no longer accept timesheets sent via email.

- When will my student workers have access to timesheets?

Students will be granted access to timesheets within 7-10 business days after submitting all required documents. Work study packets will only be processed if all documents are completed in their entirety. Students selected for financial aid verification should not work until verification has been completed. Work study packets will not be processed for students selected for verification until verification is complete.

- I want to hire a student who does not qualify for the work programs listed, what can I do?

You may hire this student through your departments self-funded account if available. Please confirm funding availability with your department dean/director or you may verify with the Financial Affairs office.