



STUDENT EMPLOYEE TRAINING

WORK STUDY PROGRAM

The Work Study Program provides funds that are earned through part-time employment to assist students with educational expenses while gaining valuable work experience. There are different types of Work Study Programs offered at St. Thomas University.

- Federal Work Study (FWS) -A need-based program funded by the Federal Government
- St. Thomas Work Study (STU) -A non-need-based program funded by St. Thomas University
- Campus Employment- A non-need-based program funded by St. Thomas University

The total amount of money you may expect to earn during an award period (semester) as a result of work performed are as follows

- Federal Work Study (FWS)- the amount shown in your Financial Aid Award Letter
- St. Thomas Work Study (STU)- the amount shown in your STU Work Study Packet
- Campus Employment- the amount shown in your Campus Employment agreement

FWS AND STU WORK STUDY STUDENT RESPONSIBILITIES

- Student workers must produce and follow a pre-arranged work schedule that is acceptable to their employer and themselves. The work schedule may not conflict with your class schedule and will not exceed 7 hours a day (with at least a half hour lunch break). Work schedules may not exceed 15 hours a week on a Sunday through Saturday basis.
- ***Example:** If the pay period ended on a Wednesday and you had already worked 10 hours from Sunday to that Wednesday, you will only be able to work 5 more hours between Thursday and Saturday.
- 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. They will not have access to their timesheet after that time and will not be able to submit any hours.
 - It is the student's responsibility to assure that the hours they submit are approved by their supervisor. Any timesheets that are not approved by supervisors will not be approved by the Office of Financial Aid.
 - Student workers must maintain a satisfactory academic standing according to University policy.

CAMPUS EMPLOYMENT STUDENT WORKER RESPONSIBILITIES

- Campus Employment student workers must produce and follow a pre-arranged work schedule that is acceptable to their employer and themselves. The work schedule may not conflict with your class schedule. Campus employment recipients must work a total of 100 hours per semester in order to earn full award amount and may not exceed 15 hours per week.
- Campus Employment student workers may not work when the University is closed/holidays.
- Timesheets are due every 15th and last day of every month.
- Earnings will be applied to the students account at the end of the semester or once they cease working.
- Student workers must maintain a satisfactory academic standing according to University policy.

REQUIRED FORMS

Federal Work Study (FWS)

- FWS Position Assignment Form
- Work Study Training Signature Form
- New Employee Data Form
- Form W-4
- Federal Work Study Student's Responsibilities Form
- Supervisor's Responsibility Form
- Form I-9
- Two forms of Identification–(please refer to the List of Acceptable Documents)

Campus Employment

- Campus Employment student agreement
- Work Study training signature form
- New Employee Data Form
- Form W-4
- Form I-9
- Two forms of Identification–(please refer to the List of Acceptable Documents)

St. Thomas Work Study (STU)

- STU Position Assignment Form
- Work Study Training Signature Form
- New Employee Data Form
- Form W-4
- Form I-9
- Two forms of Identification–(please refer to the List of Acceptable Documents)

HOURLY PAY RATES

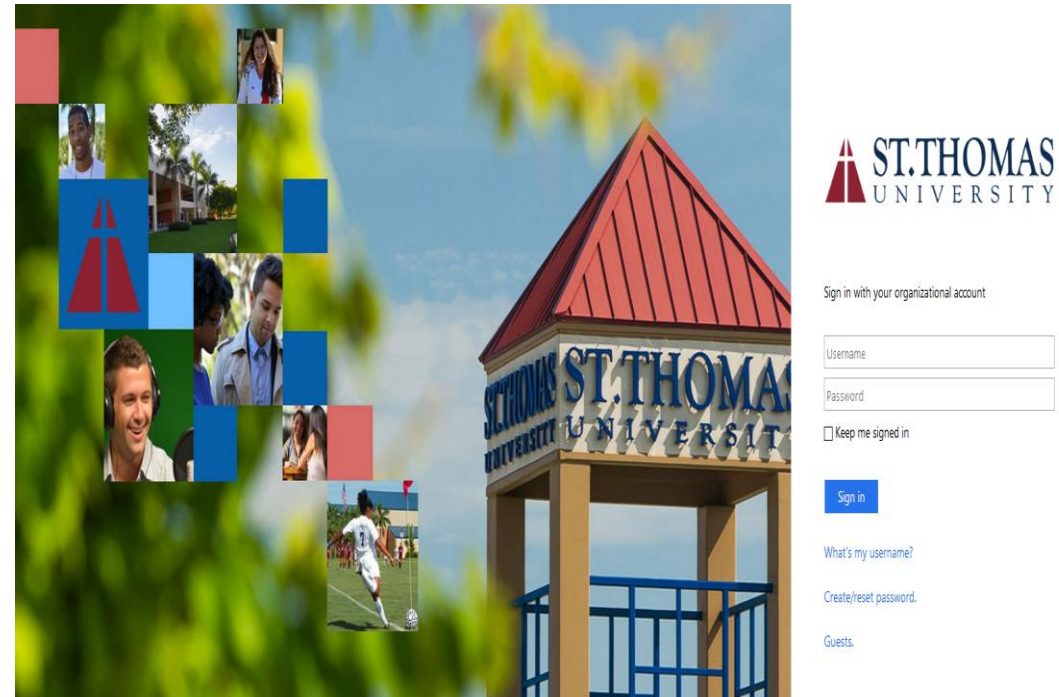
FWS/STU	FWS Community Service	Campus Employment
Freshman- \$8.50	Freshman- \$11.00	Freshman- \$10.00
Sophomore- \$8.75	Sophomore- \$11.25	Sophomore- \$10.00
Junior/Senior/Grad- \$9.25	Junior- \$11.50	Junior- \$10.00
	Senior- \$12.00	Senior- \$10.00

SUBMITTING STUDENT EMPLOYEE TIMESHEET

- Step 1- Go to www.stu.edu and click on the “MyBobcat” dropdown menu. Open your Bobcat portal.

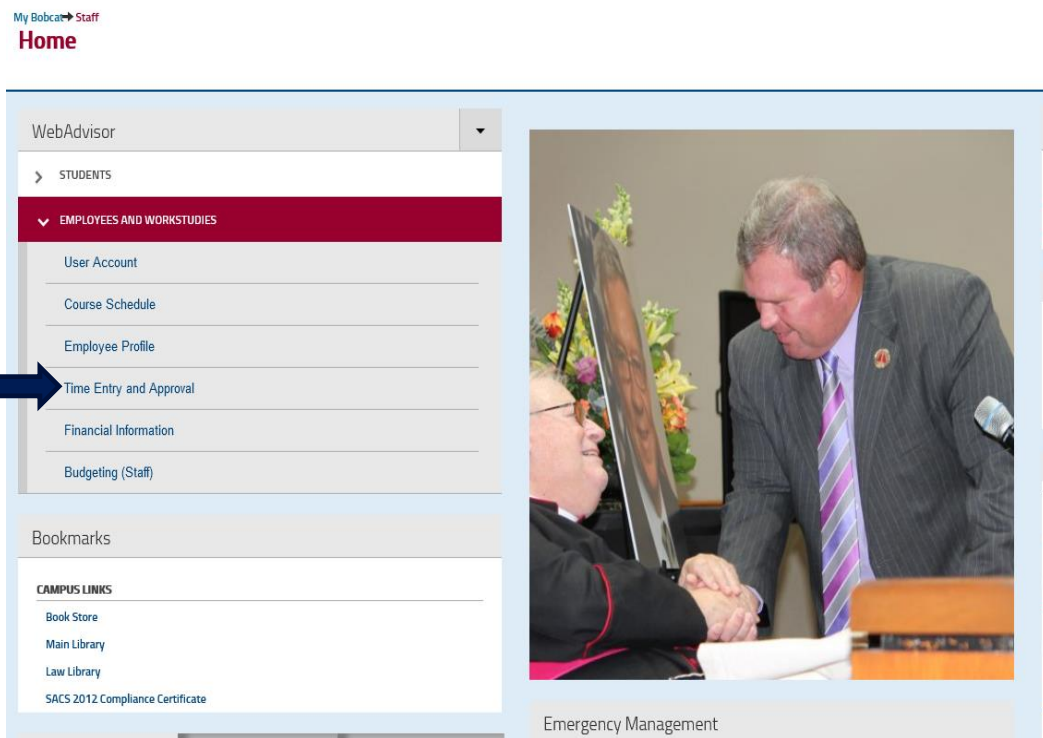


- Step 2- Login to MyBobcat using your STU ID and STU PIN number.



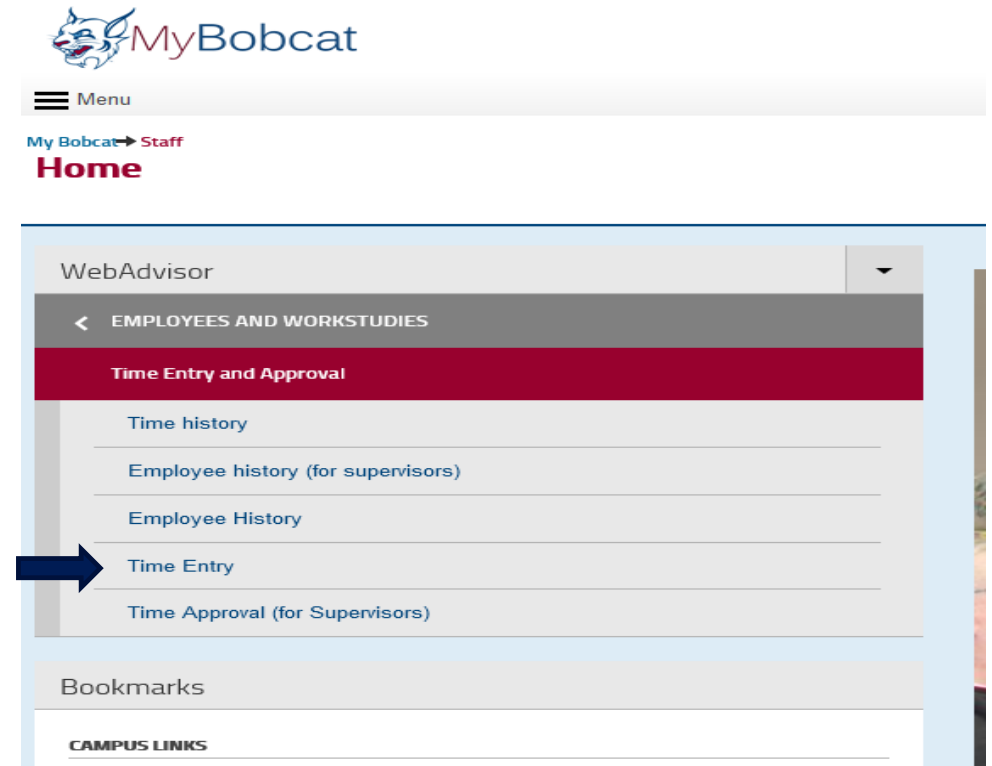
SUBMITTING STUDENT EMPLOYEE TIMESHEET

- Step 3- Select the Employees and Work-studies tab then click “Time Entry and Approval”



The screenshot shows the MyBobcat web portal interface. At the top left, there is a navigation bar with "My Bobcat" and "Staff" links, and a "Home" button. Below this is a "WebAdvisor" dropdown menu. The "EMPLOYEES AND WORKSTUDIES" option is selected and highlighted in red. A blue arrow points to the "Time Entry and Approval" link within this menu. To the right of the menu is a photograph of two men shaking hands. Below the menu is a "Bookmarks" section with "CAMPUS LINKS" including Book Store, Main Library, Law Library, and SACS 2012 Compliance Certificate. At the bottom, there is an "Emergency Management" link.

- Step 4- Select the “Time Entry” link



The screenshot shows the MyBobcat web portal interface. At the top, there is a "MyBobcat" logo and a "Menu" button. Below this is a navigation bar with "My Bobcat" and "Staff" links, and a "Home" button. The "WebAdvisor" dropdown menu is open, showing the "EMPLOYEES AND WORKSTUDIES" sub-menu. The "Time Entry and Approval" option is selected and highlighted in red. A blue arrow points to the "Time Entry" link within this sub-menu. Below the sub-menu is a "Bookmarks" section with "CAMPUS LINKS" including Book Store, Main Library, Law Library, and SACS 2012 Compliance Certificate.

SUBMITTING STUDENT EMPLOYEE TIMESHEET

Step 5. Select the timesheet to modify.

The screenshot displays the MyBobcat WebAdvisor interface. At the top left is the MyBobcat logo. The top right shows the user name 'Jardines, Gabriela' and a help icon. Below the logo is a 'Menu' button. The main header area includes 'My Bobcat → Students' and the 'WebAdvisor' logo. A search bar is located on the right side of the header. The main content area is divided into two panels. The left panel is a sidebar menu with the heading 'EMPLOYEES AND WORKSTUDIES' and a list of options: 'Time Entry and Approval' (highlighted in red), 'Time history', 'Employee history (for supervisors)', 'Employee History', 'Time Entry', and 'Time Approval (for Supervisors)'. The right panel is titled 'Time Entry' and contains a table with the following columns: 'Choose Only One', 'Timesheet Start Date', 'Timesheet End Date', 'Position Title', 'Start Date', 'Dept', 'Supervisor', 'Location', and 'Complete Timesheet By'. A single row of data is visible in the table, and a 'SUBMIT' button is located below it.

Choose Only One	Timesheet Start Date	Timesheet End Date	Position Title	Start Date	Dept	Supervisor	Location	Complete Timesheet By
<input type="checkbox"/>	08/01/19	08/15/19	Federal Work Study	08/25/18	Financial Aid	Ms. Lilybeth Perdomo	Main Campus	08/15/19 11:59PM

SUBMITTING STUDENT EMPLOYEE TIMESHEET

Step 6. Enter or Modify hours.

MyBobcat
WebAdvisor

EMPLOYEES AND WORKSTUDIES

Time Entry and Approval

Time history

Employee history (for supervisors)

Employee History

Time Entry

Time Approval (for Supervisors)

Time Entry

Go back

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Date for this Timesheet	Pay Cycle	Department	Location	Supervisor	Complete Timesheet
Federal Work Study	08/31/19	Student Payroll	Financial Aid	Main Campus	Ms. Lilybeth Perdomo	08/15/19 11:59PM

Leave Type Leave Balance

Not Applicable

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
08/01/19	Thursday							
08/01/19	Thursday							
08/02/19	Friday							
08/02/19	Friday							
08/03/19	Saturday							
08/03/19	Saturday							
08/04/19	Sunday							
08/04/19	Sunday							
08/05/19	Monday							
08/05/19	Monday							
08/06/19	Tuesday							
08/06/19	Tuesday							
08/07/19	Wednesday							

Remember that you can not work:

- More than 7 hours daily with at least a half hour lunch break
- More than 15 hours per week
- When the university is closed
- When you have scheduled class time

If you need an additional time slot, click here and hit submit at the bottom of the page and another slot will appear.

SUBMITTING STUDENT EMPLOYEE TIMESHEET

Step 7. How to submit completed timesheet.

The screenshot shows the MyBobcat interface for submitting a timesheet. At the top left is the MyBobcat logo and a menu icon. At the top right, the user's name 'Jardines, Gabriela' is displayed, along with 'FOLLOW' and '0 Notifications' buttons. The main area contains a table for entering hours for each day from 08/09/19 to 08/15/19. Each row includes a date, day of the week, and a grid of input boxes for hours and minutes, followed by a dropdown menu and a checkbox. Below the table, there are checkboxes for 'Additional Time(Prior Period)' and 'Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval'. A 'Supervisor Decision' section shows 'Pending Approval' and a text area for 'Supervisor Comments'. At the bottom, there is a field for 'Supervisor's E-mail Address' and a 'SUBMIT' button.

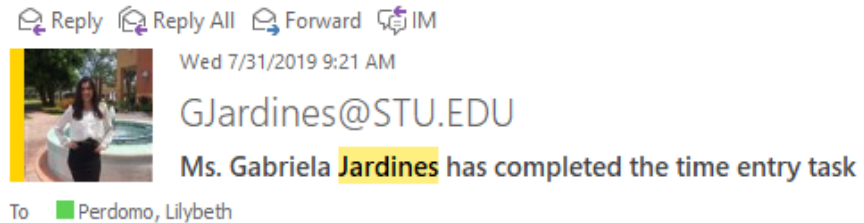
Enter your hours daily and click the submit button below. By doing so, you are saving your hours.

Click here when you have entered all of your time for the pay period and want to send it to your supervisor

Please note once you submit your timesheet to your supervisor, you no longer have access to it. Please be sure to only click this box once you have finished working for that pay period.

NOTIFICATIONS/ EMAIL

After you have submitted your timesheet, your supervisor will receive a notification via email letting them know that your hours are ready to be reviewed.



PAY PERIOD :08/15/2019

Supervisor please review/approve Timesheets for the above employee.

Logon to <http://bobcat.stu.edu/>

:: Approval Instructions ::

1. Logon to <http://bobcat.stu.edu>
2. Click on Time Entry and Approval
3. Click on Time Approval(for Supervisors), then Review and Approve.