NORTHERN

Workstudy Program Guide

For Students & Supervisors

2023-2024 Academic Year

NSU Financial Aid Office

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PREFACE

The employment of students at Northern State University is intended to be mutually beneficial to both the students who desire workstudy employment and members of the on and off-campus community who need a wide range of duties performed. The program provides students with a meaningful work experience that will assist in the student's educational expenses. Each workstudy employee plays an essential role in helping the work-place perform day-to-day operations.

A student desiring to meet educational expenses through workstudy employment should be encouraged and assisted in locating employment opportunities. In addition to being a financial resource, campus employment can serve as an educational tool to increase the student's job skills and enhance future career opportunities. Workstudy employment is meant to complement the student academic experience.

EQUAL EMPLOYMENT OPPORTUNITY

Northern State University is committed to a policy of equal opportunity in workstudy employment and personnel action without regard to race, color, creed religion, national origin, ancestry, citizenship, gender, sexual orientation, age or disability. Evidence of practices that are not consistent with this policy should be reported to the affirmative action officer located in Human Resources.

SEXUAL HARASSMENT POLICY

Northern State University is devoted to the practice of maintaining a working environment free from actual or perceived sexual harassment. According to the EEOC's Guidelines on Discrimination Because of Sex, harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act. Sexual harassment is defined as the use of one's authority or power to coerce another into unwanted sexual relations or to punish another for refusing such relations, or the creation by a member of the campus community of an intimidating, hostile, or offensive working, educational, or social environment through repetitive verbal or physical conduct of a sexual nature. Sexual harassment is a serious violation of NSU policy and the value held by an academic community. Students feeling they have been sexually harassed are encouraged to file a complaint with the Title IX Coordinator at 626-3007 or file an online complaint at https://cm.maxient.com/reportingform.php?NorthernStateUniv

The treatment of complaints of sexual harassment will be guided by the following principles whose intent is to protect the legitimate interests of all persons. The complaint will not be part of the student record in any other college procedure which might ensue. The board will respect the wishes of the complainant regarding further investigation and will not carry a specific complaint forward without the complainant's explicit permission or instruction.

Any written records of a formal complaint in the possession of the board will be destroyed within five years after the initiation of the complaint.

DRUG-FREE WORKPLACE POLICY

Workstudy employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Each employee is responsible to help ensure a drug-free, healthful, safe and secure work environment. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on University premises or while conducting University business off premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. Workstudy employees must, as a condition of employment, abide by the terms of this policy and report to the University any conviction under a criminal drub statute for violations occurring on or off University premises while conducting University business.

HIRING AND PAYROLL PROCEDURES

I-9, W-4, and Direct Deposit Forms:

Prior to being hired, each student is required to complete an I-9 and W-4 form.

> I-*9: Verification of Eligibility for Employment*
> The Immigration Reform and Control Act require that verification of employment eligibility be documented. The Control Act applies to all persons hired, including Federal Workstudy employees. Students must present the required documents to the Financial Aid Office or Payroll Office prior to being hired.

> *W-4: Federal Income Tax Withholding*
> A W-4 form is required for all new employees, or any student wishing to change withholdings. Students who have not been employed at the University before may complete this form in the Financial Aid Office or Payroll Office. All students may change their withholdings at any time by going to the Payroll Office and completing a revised W-4 form.

> *Direct Deposit Form*
> Northern State University strongly encourages all students who have a bank account to sign up for direct deposit of their workstudy paycheck. Students may complete a Direct Deposit form in the Payroll Office and attach a deposit slip or voided check from the account to which the funds will be deposited.

> Direct Deposit allows funds to be automatically deposited into the student's designated bank account on payday. This eliminates the time, postage, and hassle of endorsing and mailing a check to the student's bank. If a student switches banks or bank accounts at any point, he or she will need to notify the Payroll Office so the funds can be rerouted.

Job Certifications:

Job certifications are available in the Financial Aid Office. Once a student has been hired, they must sign and date their Job Certification and the supervisor must complete the bottom portion with signature, date, approved job title, wage rate, department/agency, and workstudy index code. **Students may not begin working until both the student and supervisor have completed the Job Certification and it has been returned to the Financial Aid Office.**

Rate of Pay:

> Northern State University uses a variable wage rate for workstudy employees. All students are paid at least $13.00 per hour, with some students being paid more depending on the position or years of experience. Pay rates are at the discretion of the department and reported on the Job Certification. No student can earn more than $15.00 per hour. Supervisors are not allowed to give raises during the academic year.

Web Time Entry – Online Timecards:

In order to get paid, workstudy employees must input their hours worked into the web time entry system. Students will access their electronic timecard through the SNAP employee portal (https://portal.sdbor.edu) which is accessible from any computer with access to the internet. Workstudy employees will record their hours by entering time-in and time-out for each day they work. The time must be entered in 15 minute increments. After all hours have been entered for the entire pay period (22nd of the month through the 21st of the next month) timesheets are ready to submit to the supervisor for approval. Once the supervisor has approved the hours, they are sent electronically to the shared service payroll center for processing. *For more information on web time entry see the boxes below.*

Timeframes and Deadlines

To be paid each month, it is necessary that students submit their WTE time sheet to their supervisor by the deadline for approval. The student will **NOT** be paid until the following pay period if the online timecard is not submitted before the deadline.

The pay period for all institutions within the South Dakota Board of Regents System is the 22nd of the month through the 21st of the following month.

WTE time sheets must be submitted by students no later than 10:00 am on the first business day after the pay period ends. This typically will be 10:00 am on the 22nd of the month. If the 22nd falls on a holiday or a weekend, they may be due at an earlier date.

Supervisors are required to have their WTE time sheets submitted by 5:00 pm on the 22nd or earlier due date. This means you only have seven hours (10:00 am – 5:00 pm CT) to approve these timesheets. The workstudy coordinator (Morgan Stadler) is the supervisor for all students who work for off-campus employers. We suggest that you require the students to complete their WTE time sheets daily or weekly and to submit them before the deadlines; this will ensure that they are not late and payment is not delayed.

Log On (Students)
Students will access the Web Time System through the SNAP employee portal which is accessible from any computer with access to the Internet. It is also accessible from a smartphone or pad. Students will receive a one-sheet directions from either Financial Aid or Payroll on how to log your timesheet. Students will enter their **User Name (this will be the same as your full email address. For example: jane.doe@northern .edu) and Password, which is the same as your Active Directory password to get into your NSU email** to log on the portal the first time. The student will be prompted to change the password the first time they log in, making sure to check the formatting of the password. Access and authorizations within the WTE system will be driven by this sign-on. Because of the sensitive nature of

payroll information, students should not share their User Name or password with anyone. It is also important to log off the system when finished.

1. Using the internet, access the employee portal using the following web link: https://portal.sdbor.edu

2. Enter your username: NSU full email address: jane.doe@wolves.northern.edu and password: the same password as your NSU email password.
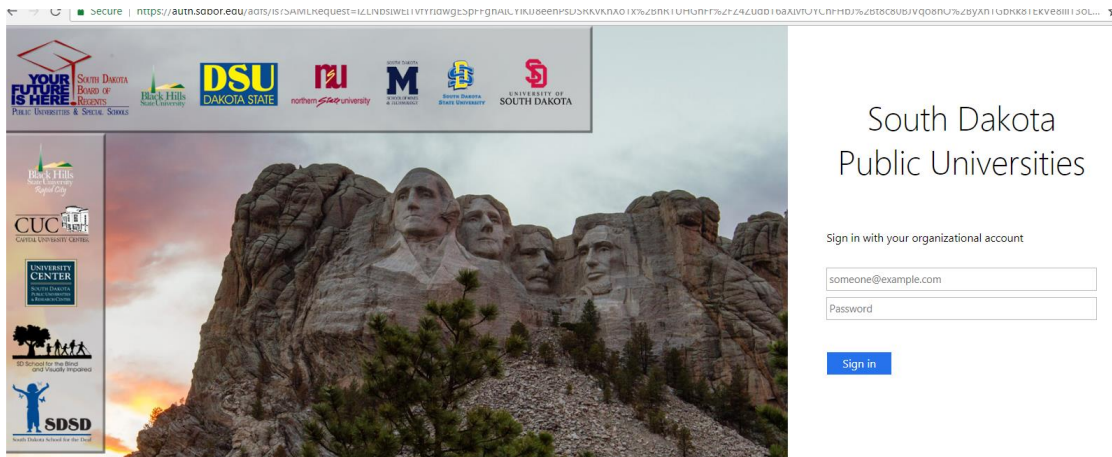
3. Click "Student Employees" linked on the left, then click the timesheet for the current month as indicated by the red arrow in the second graphic.
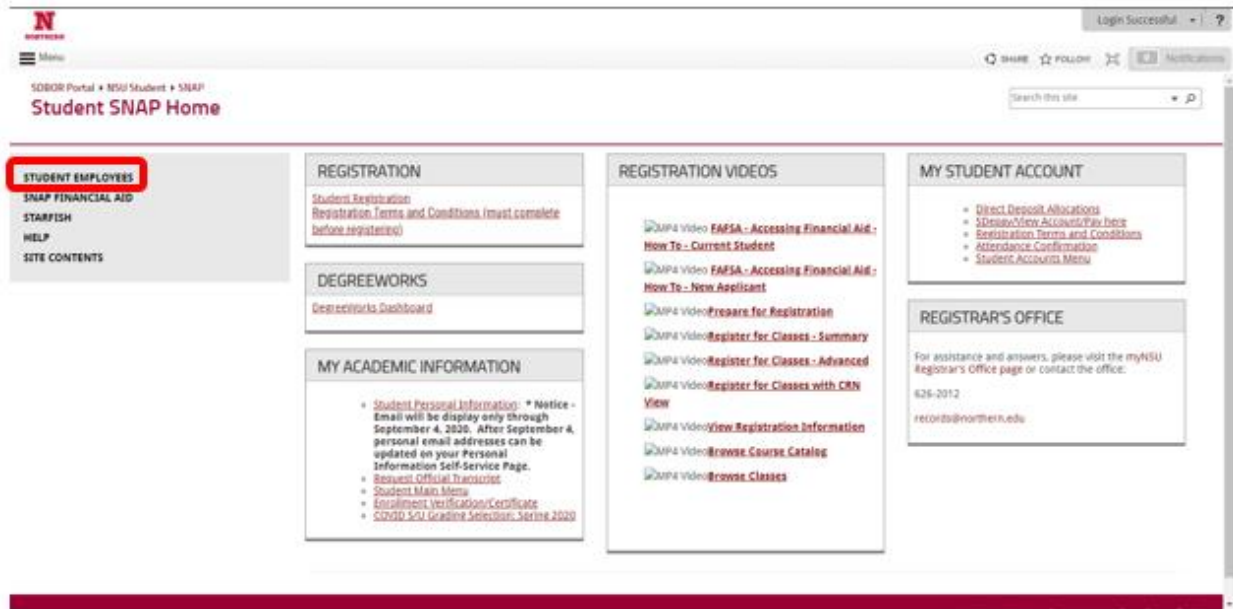
Verify that all the positions/wage rates are listed here; if they are not, notify the supervisor and/or NSU Human Resources. If you wish to view past paystub information please click on **Pay Stub** under **Employment Details** located on the right-hand side.

Student Employee WTE Time Sheets
1. Student employees will record their hours by entering time-in and time-out for each day they work. The time must be entered in 15 minute increments (9:00, 9:15, 9:30, or 9:45, example). If split shifts are worked or a lunch break is taken, time entered will be recorded separately. All hours must be entered in shift 1. See screenshot below.

2. When the time has been entered, the student should click **Save** and the total hours for the day will automatically calculate. Save must be clicked for the hours to be recorded.

3. Next Day or go back to Time Sheet can be selected. Either option will prompt them to continue entering until all hours worked for the pay period have been recorded.

4. If not all hours have been recorded for the entire pay period, they may **logout** of the system. Additional hours can be entered at a later date.

5. Hours should not be entered before they are worked, nor is it advised to wait until the end of the monthly pay cycle to record the hours. It is recommended that hours are entered on a daily or weekly basis.

6. **DO NOT** click **Submit for Approval** until all hours have been posted for the entire pay period (22nd to the 21st of the next month). If the timesheet was mistakenly submitted before all hours were added the student must contact their supervisor or payroll representative.

Date:	Thursday, Dec 28, 2006				#1

Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	08:00	AM	10:15	AM	2.25
1	04:00	PM	05:00	PM	1
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					3.25

Enter each period worked within the day separately.

Timesheet   Previous Day   Next Day

Add New Line   Save   Copy   Delete

Account Distribution

Earnings Code	Shift	Hours	
Regular Pay	1	3.25	Account Distribution

#2

#3

Submitting TimeSheet for Approval

After all hours have been entered for the entire pay period (22nd of the month through the 21st of the next month) timesheets are ready to submit to the supervisor for approval:

1) Have the student click **Submit for Approval**.

Time Sheet

Title and Number: Work Study-Off Campus Admn --
Department and Number: Enrollment Serv & Financial Aid --
Time Sheet Period: Jul 22, 2017 to Aug 21, 2017
Submit By Date: Aug 22, 2017 by 05:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 12, 2017	Sunday Aug 13, 2017	Monday Aug 14, 2017	Tuesday Aug 15, 2017	Wednesday Aug 16, 2017
Hours Worked	1	0	86.5		Enter Hours	Enter Hours	8	8	8
Comp Time Taken at Straight Ti	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			86.5		0	0	8	8	8
Total Units:				0	0	0	0	0	0

Position Selection   Comments   Preview   Print Preview   Submit for Approval   Restart   Previous

Submitted for Approval By:
Approved By:
Waiting for Approval From:

2) After Submit for Approval is clicked, the screen will indicate that the time sheet was submitted successfully. The bottom of the screen will indicate that the time sheet is waiting for

approval by the supervisor when the time sheet is waiting for approval by the supervisor. When the supervisor has approved the time, it will be noted in the **Approved By** box.

Remember: All students working off-campus will submit their timesheets to the NSU Financial Aid Office by 10:00 am on the due date. Their supervisors must verify the hours worked to the workstudy coordinator (Morgan Stadler) by email or phone before 12:00 pm on the due date. The workstudy coordinator will then approve the timecard for payment.

> ATTENTION: It is the student's responsibility to submit the timesheet by the submission deadline.
>
> The South Dakota Board of Regents has a monthly pay period. Therefore, missing the deadline may delay payment by one month.

Other WTE Timesheet Functions

Copy: Use this function if the student works the same number of hours on multiple days. They'll want to be careful to not select the same date to copy to that they are copying from because if this is done, the hours will be deleted.

Account Distribution: For accounting only; will not affect hours of pay.

Position Selection: Returns you to the Position Selection screen.

Comments: Comments to the supervisor/proxy may be added to the timesheet by clicking here. Comments entered through WTE will only be seen by the supervisor and/or proxy; comments are not visible by anyone in the Payroll Department. If the student needs to communicate directly with the Human Resources Department they can call 626-2523.

Preview: Will display the entire pay period and will show the hours entered for each day.

Restart: If the timesheet has not been submitted for approval, this button will clear out all hours previously entered and saved for the given pay period and allow them to make corrections.

Previous / Next: Each pay period is a one month period but not all the days can fit on the width of one screen. Click on **Previous** or **Next** to toggle back and forth between each week.

Time sheet Status Definitions:

- **Not Started:** The employee has not yet started to enter hours on the time sheet.

- **In Progress:** The time sheet has been started by the employee, but has not been submitted for approval.

- **Pending:** The time sheet has been completed by the employee and submitted for approval. The record is waiting for the approver (or proxy) to approve the time. The approver may send back for a correction and therefore, could be in the queue pending further action from the employee.

- **Approved:** The time sheet has been approved and has been electronically sent to the payroll department.

Printing Records

Timesheets will remain viewable online for three months. However, if you want to keep a printed copy for your records, you may make a screen print from the Preview page, which will lay out your timesheet for the month by week.

| Position Selection | Comments | Preview | (Print Preview) | Submit for Approval | Restart | Next |
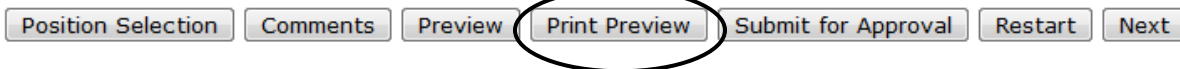
Submitted for Approval By:
Approved By:
Waiting for Approval From:

Logging off the System

It is important that student's log off the web session, especially if using a public machine. Clicking the **Logout** link at the top right hand corner will log you out of both the Web Time Entry system and the SNAP portal.

🌐   ➡ Sign Out

WORKSTUDY EMPLOYMENT POLICIES

WolfWork QR Code

Job Postings:

Job openings will be listed on the Financial Aid webpage and on the NSU WolfWork site. Each position will remain posted on the WolfWork site until the supervisor has notified the Financial Aid Office to close the position. All Northern students can view the directory of workstudy jobs on WolfWork at https://northern-csm.symplicity.com/.

WHAT IS WOLF WORK? Wolf Work is the **one-stop NSU Career Services** site for any stage of your college or professional career. On Wolf Work, you can
- Schedule appointments with career services staff for résumé building, interview skills, and more
- Find career and post-undergraduate resources
- Learn about Campus recruiting events and workshops

HOW DO I ACCESS WOLF WORK?
You can access Wolf Work several ways:
- Visit the Wolf Work site directly at https://northern-csm.symplicity.com/.
- Open your **Navigate** app and click Resources ➔ Career Planning ➔ Career Center
- Select the **Campus Life** then **Career Services** tab from the NSU homepage.
- Use the QR located on this page
- Download the app**, Careers by Simplicity** and search for NSU.

New students are added to Wolf Work each semester; if you have not logged in to create your profile yet, please click "reset your password" to obtain a log in using your NSU email address.

nu
CAREER SERVICES

Wolf Work Sign In

in Sign In With Linkedin

— OR —

NSU students are added to Wolf Work at the start of each term. For first time entry to Wolf Work, please click the "Reset My Password" button and enter your NSU email address. An email will be sent to you with instructions on how to access the site. NOTE: Your default username is your NSU email address; you will set your own password. Do not try to login using D2L credentials.

Username
(your NSU Email Address)

Password

Student/Alumni Sign In
Reset My Password

By clicking Student/Alumni Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

Wolf Work is not on D2L-you will need to create a new password using your NSU email address.

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WHAT'S NEXT? To get started with job searching right away, fill out your academic and job-seeking information by clicking **My Account.** *You cannot search for job postings until you have set-up your WolfWork profile.*

HOW DO I USE WOLF WORK? When you have finished creating your WolfWork profile, you will be taken to the WolfWork main page. You can start looking for positions by clicking the **Job Search** tile at the top of the webpage.
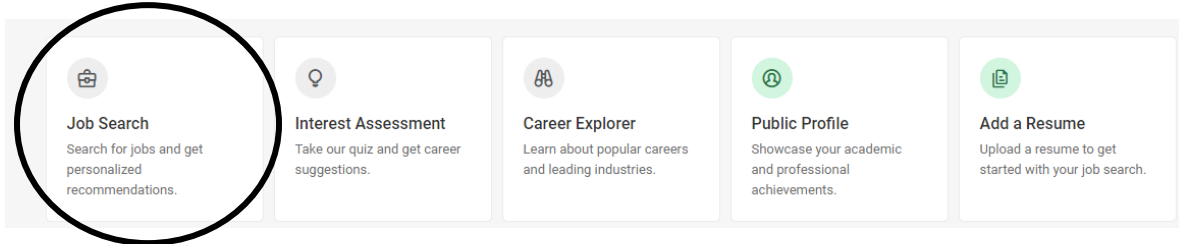
To begin your search, click on **Position Type** and then select **Student Employment.** All available Work Study positions, as well as other open on-campus positions, will be displayed.
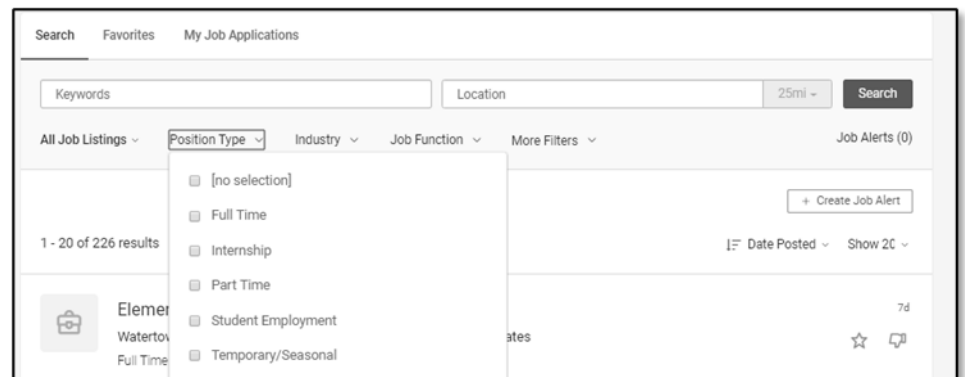
WHAT HAPPENS NEXT? **Always read the job posting to learn more about the position and how to apply.** Position application instructions are included in each posting, as provided by the supervisor. You can also click **Apply** to learn more about the application process.

Once you have selected a position you are interested in, reach out to the supervisor right away (make sure to follow the application instructions)! When you reach out to a supervisor, make sure to introduce yourself and explain why you are interested in the position. *You can also impress the supervisor by submitting a resume.*

Once applied and hired, you and your supervisor must complete the Job Certification form available from Financial Aid. *NOTE: you cannot begin working until you have returned the Job Certification form to Financial Aid, Dacotah Hall #103.*

I NEED MORE HELP! Career Services is here for you! Schedule an appointment to meet with Career Services staff by clicking **Make an Appointment,** located at the top of the webpage. From there, click **Request an Appointment** and then **Work Study/Student Labor Assistance.** You can use the scheduler to find a time that works for you. Once you have found a time that works for you, click **Submit Request.**

Earnings:

Students are eligible to earn a specific dollar amount, determined by the student's financial need. The amount of workstudy is listed on the student's workstudy Job Certification form. A student cannot earn more than the amount listed on the Job Certification. Once a student has reached the maximum earnings for the period of employment, he or she is no longer eligible to continue employment through the workstudy program.

Students must report all student employment earnings on Federal Income Tax forms when filed. Your W-2 will be sent out in January from the Northern State University Payroll Office. The W-2 will indicate the total earnings realized during the previous calendar year.

Workstudy earnings are also reported on the Free Application for Federal Student Aid (FAFSA). The amount earned will be reported in the adjusted gross income figure on the FAFSA. However, this amount will also be included as a Title IV exclusion on the FAFSA. This means that the processor will exclude the student's federal workstudy earnings from the adjusted gross income, thereby reducing the amount of income considered in the eligibility formula.

Limitation on Hours:

While enrolled at Northern, a student's priority should be his/her academic pursuits. Therefore, the maximum number of hours a student may work during the academic year (August through May) is limited to 20 hours per week. Exceptions may be made during winter break and spring break since there are no classes in session.

During the summer months, students who are not enrolled in classes but are intending to be enrolled for the upcoming fall semester at Northern may qualify for full-time summer workstudy. Full-time summer workstudy students may be eligible for employment of up to 40 hours per week. Students enrolled in summer classes at Northern may qualify for part-time workstudy and may work up to 20 hours per week during their award period.

Work Schedules:

The student and the workstudy supervisor will work together to develop a work schedule that is compatible with the student's classroom and study schedule. Supervisors depend on student employees to perform the needed functions within their department. Any time needed off must be approved by the supervisor. Any unexcused absences or tardiness will be handled according to the policies established by each department.

Dress Code:

Each department has established dress standards appropriate for the location, season, and type of work to be performed. A workstudy employee is expected to comply with his/her employer's policy.

Unearned workstudy awards:

If a student does not work his/her entire workstudy award, the unearned amount is forfeited. Unearned award amounts are not carried forward to future employment periods under any circumstance.

Switching Jobs:

A student can only be working one workstudy position. If a student wishes to switch workstudy jobs, they must first contact the Financial Aid Office and have their former supervisor email the workstudy coordinator (Morgan Stadler) to confirm the student's last date of employment. The workstudy coordinator will calculate how much workstudy funds the student has currently earned and what they have left to earn, create a new job certificate, and email the student when it is ready to be picked up. The student cannot start working a new position without completing the new job certification form and returning it to Financial Aid. Switching jobs must coincide with payroll deadlines. The new job certificate will not be immediately available as payroll processes must be ran first to confirm current earnings.

DISCIPLINARY POLICIES

Absences:

Any student who is unable to report to regularly scheduled work due to an emergency or illness is expected to notify his/her supervisor immediately. In non-emergency situations, students are expected to notify their supervisor in advance.

Conflict Resolution:

The Supervisor should make it very clear to each of their student employees exactly what is expected of them in terms of work performance, responsibility and other departmental policies. If an office has departmental policies, a copy of these should be made available to each student at the beginning of employment. If a supervisor becomes aware of a student demonstrating unsatisfactory performance, the supervisor should discuss the situation with the student and establish specific criteria for the student to improve. This conversation should be documented. A follow-up visit with the student to assess the improvement should also be scheduled.

Conflicts should, whenever possible, be resolved between the department supervisor and the student. If the student feels unable to approach his/her supervisor, the grievance may be taken to the workstudy coordinator, Morgan Stadler.

Termination of Employment:

Employment with the University is "at will" and may be terminated at any time. Grounds for immediate termination include, but are not limited to, falsifying timecards, alcohol/drug use while working, assault, and theft or vandalism of campus property.

STUDENT AND EMPLOYER RESPONSIBILITIES

Student Responsibilities

- *Absences:* Notify your supervisor in a timely manner whenever it is necessary to be absent form work. Students should establish a record of their supervisor's name and phone number for that purpose.

- *Adhere to Policies:* Abide by the policies and guidelines of your employing department and observe appropriate workplace behaviors. Remember, you represent your employer's interests to other students, faculty and customers.

- *Perform Work Duties:* Students should learn through departmental training and their own initiative the responsibilities required of their position and satisfactorily perform these job duties.

- *Maintain Confidentiality:* Students should maintain confidentiality regarding workplace issues and information including, but not limited to, releasing or sharing information about other students. Students should not remove files or any materials from the workplace.

- *Follow Safety Rules:* Follow all employers' rules concerning safety. Safety is paramount at every work site.

Employer Responsibilities

- *Posting Jobs:* All jobs must be listed with the Financial Aid Office to assure equal access as required by Federal Law. Notify the Financial Aid Office when positions become open, closed, or altered in any way.
  - *Job Descriptions:*
    The Financial Aid Office must have on file a current job description for each type of workstudy position in each department. The job description must include a description of the duties to be performed, minimum qualifications required for the duties to be performed and contact information. Job description requests will be made in the spring, but if there are any changes or additions to be made at any other time of the year, please let the workstudy coordinator (Morgan Stadler) know.

- *Paperwork:* Complete all student employment documents (including Job Descriptions, Job Certifications, etc.) carefully and in a timely manner. Monitor monthly reports in order to prevent a violation of federal regulations.

  - *Workstudy Reports:* Each department will be notified monthly of the amount each student has earned during that pay period, the remaining of each student's total

award, and the account expenditures and balance. The Financial Aid Office will monitor the reports and send notification to any department when the student is nearing the end of their award or if the account is getting low. The Supervisor is responsible for adjusting the student's work schedule to prevent the student from working more hours than he or she is eligible to earn. When a student has earned their total award their workstudy is terminated. If a department budget has been depleted, students will no longer be eligible to work workstudy for that department. Supervisors should be monitoring monthly reports very carefully in order to avoid over-awards. *Earning more than the predetermined earnings limit is in violation of federal regulations; to do so may jeopardize the status of other federal aid the student is receiving.*

- *Orientation and Training:* Provide the student employee with an orientation or training session so those tasks to be performed are understood and clearly defined. The best method of empowering students is to provide a written list of job expectations. Give the student employee information on the mission/purpose of the position. Inform the student of the standard of dress.

- *Supervision:* Provide a reasonable amount of supervision and offer constructive criticism to assist the student employee in performing assigned tasks and developing skills. Clearly define whom the student should report to.

- *Work Performance:* Counsel the student employee if work performed is unsatisfactory. Provide constructive criticism and positive re-enforcement. Stress the importance of good attendance and punctuality.

- *Timecards:* Verify and submit timesheets in accordance with the payroll schedule. Be certain that time reported by a workstudy employee is accurate before submitting for payment. By submitting a timecard the supervisor is certifying that the student has actually worked all hours reported. Off-campus employers must verify student hours with the workstudy coordinator (Morgan Stadler) before their employee timecards will be submitted for payment.

FREQUENTLY ASKED QUESTIONS

Q. **How do I know what jobs are available?**

A. Available workstudy jobs are listed on the Financial Aid webpage at https://northern.edu/financial-aid/student-employment or in the WolfWork job directory at https://northern-csm.symplicity.com/.

Q. **Am I guaranteed a job?**

A. No. It is your responsibility to contact employers and apply for their position. If you are having a difficult time finding a job please contact the Financial Aid Office and they will assist you.

Q. **What do I need to apply for a job?**

You will need your Job Certification which identifies you as an eligible workstudy employee. This is the contract that you and your employer must sign authorizing you to be paid from a certain account.

Q. **Can a student employee work for more than one workstudy job per pay period?**

A. No. A student can only be working at one workstudy position per pay period. If working to positions, one must be paid as student labor.

Q. **How are workstudy employees paid?**

A. Workstudy employees are paid on the last day of the month. If you did not sign up for direct deposit your paycheck will be mailed to your campus mailbox.

Q. **What if I'm about to earn my entire workstudy award and the academic year is not over?**

A. Make sure you and your supervisor are monitoring your earnings closely. When you have earned your award you must stop working. Your supervisor may hire you on through regular student labor if they have the funds in their budget. Working over your award may violate federal regulations which could reduce your other financial aid. You also SHOULD NOT earn your entire academic year in the fall semester. This also could impact your other financial aid.

Q. **Do I have to reapply if I want workstudy again next year?**

A. Yes. A student must complete the FAFSA each year in order for workstudy eligibility to be determined. Northern has a priority deadline of March 1 to apply for workstudy.

Q. **Can I work a Graduate Assistant and workstudy position?**

A. Yes; however, the two positions must be in different departments to clearly separate the work being completed for the workstudy position and the GA position.

Answers to Frequently Asked Question (FAQ's) for Employees

1. **What if my time sheet is not listed or my Position (Title and Department) is not listed?**
Please contact your supervisor and/or Human Resources to determine if you have been authorized to work and that the appropriate paperwork (I9, W4, etc.) has been submitted.

2. **What if I clicked on Submit for Approval before I was finished entering hours for the entire pay period?**
Contact your supervisor. If they have not already approved it, they can return it to you electronically for changes or they can make changes for you up to 5:00 pm on the day the timesheet is due.

3. **What if my supervisor has not approved my time sheet by the deadline for a pay period (5:00 pm on the first business day after the end of the pay period)?**
You should know who your supervisor and proxy are prior to the approval deadline. If it is getting close to the approval deadline, you should attempt to contact your supervisor or proxy and request that they submit your hours for approval. If you are unable to determine who the proxy is, contact the Human Resources Department.

4. **What if I submitted my hours, but I made a mistake?**
If you have clicked **Submit for Approval** and your time sheet has not yet been approved by your supervisor, contact your supervisor; they can make changes up to 5:00 pm the day the time sheet is due. If you submitted incorrect hours and your supervisor has already approved your time sheet, please contact the Human Resources Department.

5. **What if I did not receive a paycheck but I submitted hours?**
Check the status of your time sheet. If it was approved, contact the Human Resources Department. If it was not approved, speak to your supervisor.

6. **What if I missed the submission deadline?**
It is important that you plan ahead and know the deadlines. If you miss a submission deadline you will need to contact the Human Resource Office.

7. **Can anyone else access my hours?**
Only your supervisor, their proxy, and the Payroll Shared Services Center can access your hours. Should your supervisor or proxy modify any hours you submitted, they are required to notify you of the change.

8. **Should employees share their User ID and password with a proxy, approver, other staff or friends/parents?**
Due to the confidential and sensitive nature of information that can be accessed through the entire Self Service system, employees should never share their User ID and password with anyone.

For any questions regarding the NSU Federal Workstudy program please stop by the NSU Financial Aid Office located in Dacotah Hall or contact us at 626-2640 or finaid@northern.edu.