WOU FWS Community Service Supervisor Training
FWS Site

SLCD

WOU Payroll & Financial Aid
Student Employment Office (SLCD)

- Responsible for community service work study program
- Maintain listings of open jobs on Wolflink
- Receive, compile and control student time certificates from the community service work study program
- Primary contact for recruiters to advertise and schedule campus talks
Payroll Office

• Establish student employment policies and wage scale
• Confirm student identity and employment eligibility (I-9)
• Process WOU time certificates received from SLCD
• Process student employee paychecks
• Bill off campus agencies for appropriate portion of work study award
Financial Aid Office

- Determines overall off-campus budget for year.
- Allocates work study funds for individual students.
- Approves, or denies, increase requests for FWS awards for students.
Your job as a Supervisor

- Ensure that all job postings are current and accurate. You may post online from our website.

- [www.wou.edu/wolflink](http://www.wou.edu/wolflink)

- Click on the “EMPLOYERS” button to be taken to a page that gives more details and directions.
Welcome to Wolflink!

This is a free, online service for employers, students, alumni, and the Western Oregon Community where networking is highly encouraged!

Employers are encouraged to post jobs, internships, volunteer opportunities, or any other experience related positions for students, and alumni to search. You must register as a recruiter with the system first. To start, click the button above.

Student success using Wolflink is all determined by YOU! Feel free to create your profile to fit your needs, and update your profile on a regular basis to have this be an evolving site suited to you.
Welcome to the new and improved Wolflink system!

If you have already re-registered in the system go directly to the login page myInterfase.com/wou/employer.

How to Register:

- Visit: myInterfase.com/wou/employer
- Click on "Forgot your Password?"
- You will receive an email with a new, temporary password
- Go back to the login page and use your username and password to get into the system.
- The system will automatically have you create a new password.
- You will then be directed to create your profile.
- Once your profile is updated you can enter jobs, register for events, and other use other exciting features of this system.

Things to Know:

Your username might be your username from the previous Wolflink system, or it might be your email address. The system will tell you if it is incorrect.

There are three tabs in your profile: Profile View, Employer Information, Contact Information.
Employer Login

Welcome to Wolflink.

- **Registered Users:** Enter your username and password below and click LOGIN.
- **New Users:** If you have NOT registered with this site before, select the *Click Here to Register* link below to create a new account.

**Important:**

- **Using a PC?** We recommend Internet Explorer version 8.0 or higher. If you need to upgrade or install your browser, click here.
- **Using a Mac?** We recommend Firefox version 3.0 or higher. If you need to upgrade or install your browser, click here.
- **You should disable any popup blocker when using this site.**

For further assistance, please contact our office at 6 (503) 838-8432.

<table>
<thead>
<tr>
<th>Username (Email):</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Password:</td>
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</table>

[Login]

Click here to register!

Forgot your password?
Welcome, Jennifer Hansen
To navigate the system use the menu items above.

Announcements

No current announcements found.

Task List

No tasks available at this time.

Upcoming Events

No Events for the Next Week

view all calendar events
Please review your profile below. Click on the [Edit] link in any section to make changes.

**Organization Name:** Service Learning and Career Development

*Website*: www.wou.edu/slcd

**LinkedIn URL:**

**Industry:** Education

**Address Line 1:** 345 N Monmouth Ave

**Address Line 2:**

*City:* Monmouth

*State:* OR

*Zip:* 97361

**Country:**

**Map of Address Above:** [Online Map]

**Phone:** 503-838-8452

**Company Profile:**

**On-line Application Address:**

**Majors:**

**Willing to consider international applicants based on position?**:

**Include Company Info in Employer Directory**:

Yes

**Contact Information**

*First Name:* Jennifer

*Middle Initial:*

*Last Name:* Hansen

*Username (Email):* hansenj@wou.edu

*Password:* **********

**Title:** Office Manager

**Department:**

**Salutation:**

**Address Line 1:** 345 N Monmouth Ave

**Address Line 2:**

*City:* Monmouth

*State:* OR

*Zip:* 97361
Jobs

Your account currently contains the following job postings.

- **Enter a new job listing** - click *New Job* on the sub-menu bar above.
- **Edit or close your job listing(s)** - click the Job ID of the posting you wish to change.
- **Repost your job listing** - click on the Job ID of the job you wish to repost and then click on [Copy Job] and then edit the Post and Expiration dates.
- **Close your job listing** - click on the Job ID of the job you wish to close and then click on [Close Job].
- **Sort the list of jobs** - click on any column heading.
- **View students applying for a posting** - click the highlighted R in the Activity column. If no students have yet applied for the job, the R will not be highlighted.
- **Report hiring a student/graduate** - click the P in the Activity column. The P is highlighted when a student has been hired for the posting.

<table>
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<tr>
<th>Position ID</th>
<th>Position Title</th>
<th>Position Location (City, State)</th>
<th>Status</th>
<th>Post Date</th>
<th>Expiration Date</th>
<th>Activity</th>
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No records to display.
• Be aware of WOU student policies and procedures.

• These can be found at: http://www.wou.edu/admin/payroll/stuemploypolicy.php

• Your WOU student employees are expected to abide by your organizations policies as well as WOU policies.

• Please make your policies easily accessible for all employees.

• You are expected to abide by WOU policies and procedures as student supervisors.
• Verify and monitor student’s work study eligibility and amount.

• If the student exceeds their award it will be up to your organization to pay 100% of their earnings.

• You may look up the student’s award on our website.

http://www.wou.edu/login2db/publicbp.fwsp.query_by_vnum
Instant Wolf Fridays {IWF}

Interested in attending WOU Fall Term 2014?
You are invited to apply for admission during an Instant Wolf Friday at WOU. Beginning Friday, March 28 high school seniors and transfer students can become a WOU Wolf for Fall 2014 when visiting campus.

Authentication Required

A username and password are being requested by http://www2.wou.edu. The site says: admin

User Name: 
Password: 
OK Cancel

WOU President Mark Weiss wrote an editorial called, “Why has the ‘public’ faded from public higher education?” It appeared in the Statesman Journal.

WOU alumna and Portland area teacher will head to Italy for an Advanced Summer Institute with the Center for Education in Oregon.

OPB featured a story about the Quality Rating and Improvement System for daycares, operated through the Teaching Research Institute.

WOU Awards

Parade Magazine Top 20 small public college in America
• User Name is publicbp
• Password is showme
Federal Work Study Program

Please provide an ID number: 

(please the enter key to run query)

This system no longer stores social security numbers. You must use WOU ID numbers (V-Numbers) for all queries.

Maintained for
Western Oregon University's Budget/Payroll Office
by the

WOU webmaster
# Federal Work Study Program

*Valid from July 1, 2013 through June 15, 2014*

<table>
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<th>ID Number</th>
<th>Name:</th>
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<table>
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| Award Amount | $1000 |
| Award Balance | $944.5 |
| Award Hold | No hold |
• Notify the student employment (SLCD) office when a student employee has left their position. Make sure to have their last time certificate submitted within 24 hours of their departure.
• Keep accurate track of the amount of hours your student employee is working each week.

• While the student is in school he/she can work NO MORE than 20 hours per week.

• Students can petition through the Vice President for Student Affairs to be allowed to work more than 20 hours per week.
Train your student employees correctly.
Ensure that the students know YOUR policies, such as:

- DRESS CODE
- CELL PHONE USAGE
- CALLING IN SICK
- HOMEWORK
- APPROPRIATE DISCUSSIONS
Timesheets

• Must be e-mailed on the 10th of each month

• If the 10th falls on a weekend, must be e-mailed prior to leaving on Friday afternoon.

• Will be set up by the SLCD Office

• You will need to send the SLCD Office the names of your employees, V#, and hourly pay prior to adding them to a timesheet.

• Please notify SLCD of any changes needed on your timesheets
Normally, students get paid from the 10th of the month to the 9th of the following month. Time certificates are due on the 10th of each month.

Per state law, new student employees must be paid within 35 days of hire. This means that if a student starts between the 10th and the 25th, you must submit a time certificate on the 25th of the month so they may be paid on the last working day of that month.
<table>
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<tr>
<th>Name</th>
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<th>Date</th>
<th>Reading Total</th>
<th>math Total</th>
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<th>total hours</th>
<th>Wage</th>
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Important!

- YOU ARE RESPONSIBLE TO KEEP A SIGNED COPY OF EACH STUDENT’S MONTHLY TIME CERTIFICATE

- When WOU is audited they will ask for random certificates. Please keep all your signed time sheets in an easily accessible location.
Remember….

• These students are here to learn and to gain experience.

• Make their time working with you worthwhile and educational.

• Help improve their future.
Useful information

Jennifer Hansen
    phone: 503-838-8652
    e-mail: hansenj@wou.edu
    fax: 503-838-8651

E-mail timesheets on the 10\textsuperscript{th} of each month, or the Friday previous. Don’t forget the 35 day rule!

FWS Lookup Screen:
    http://www.wou.edu/login2db/publicbp.fwsp.query by ssn
    Login: publicbp        Password: showme

Do not hesitate to call and ask me anything.