Work Study Process Guide

1. Go to the website
   www.rocky.edu > Student Life > Student Tools > Time Clock. Be sure to use Firefox as your browser as this website does not work with Internet Explorer.

2. Log into the system
   Your username and password should be same as your RMC Internet/Wi-Fi login. If this does not work, contact the Office of Academic Computing in the lower-level of Eaton Hall. Complete your account creation by providing the requested information and clicking on link provided to your email account. Log out.

3. Log in again.

4. Get FAO approval
   Click “Get FAO Approved.” Accept statement. As long as you’ve completed a FAFSA and accepted the work study portion of your financial aid package, you should be approved within 1-2 business days.

5. Get HR approval
   Click “Get HR Approved.” Accept statement. You must bring your Social Security card and photo ID to Human Resources (3rd floor Eaton Hall). You will be asked to complete a W-4 and I-9 to receive HR approval. Also bring direct deposit information (routing numbers) so your paycheck can be directly deposited into your bank account.

6 - Find job
   All open work study jobs are listed here. Job postings should include contact and application information. Contact and meet with potential supervisors. Once you find a job you will “apply” for the job online and your supervisor will hire you through the system. You will receive an email when you can begin working.

7. Clock in and out to keep track of your hours worked
   Log in to the system when you arrive at work. Clock in when you begin work and clock out when you leave. If you forget to clock in or out you may adjust your hours. Any adjustments you make to your time log will require supervisor approval in order to be paid.

8 - Print timecard
   Print and sign timecard on the last day of each month and provide to your supervisor.

9 - Payday
   Payday is the 12th of the month. If you did not elect to use direct deposit, paychecks will be available for you to pick up at the cashier’s desk in the Business Office at 2:00 p.m.