

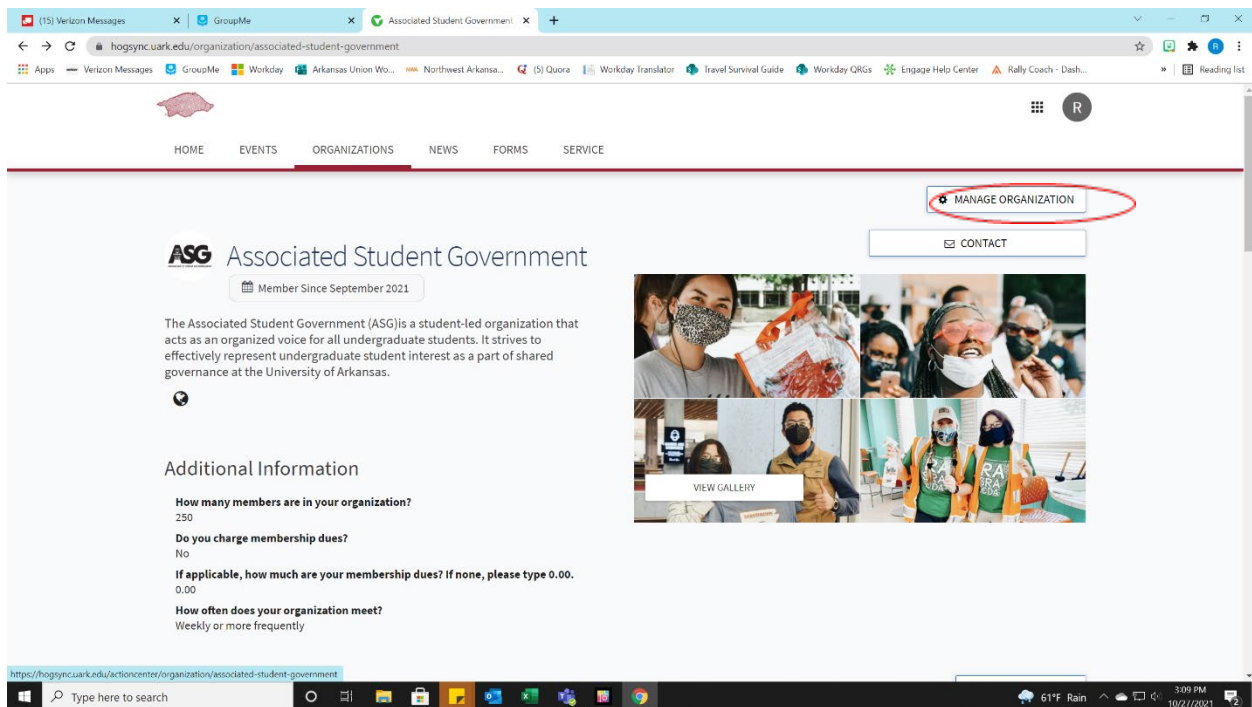
WHAT IS A WORKTAG AND WHERE CAN MY RSO FIND OURS?

Your RSO may be asked to provide a “Worktag” (sometimes called “Driving Worktag”) to reserve space or pay for services on campus (such as printing or special setups). The “Worktag” is the account number associated with your RSO online checking account. Below are the steps that anyone in your RSO listed as a checkwriter can access through HogSync to see your account number. After logging in with your personal UARK email and password, go to your RSO page and follow the steps below.

How much money do I have? You will see your balance by clicking on the worktag.

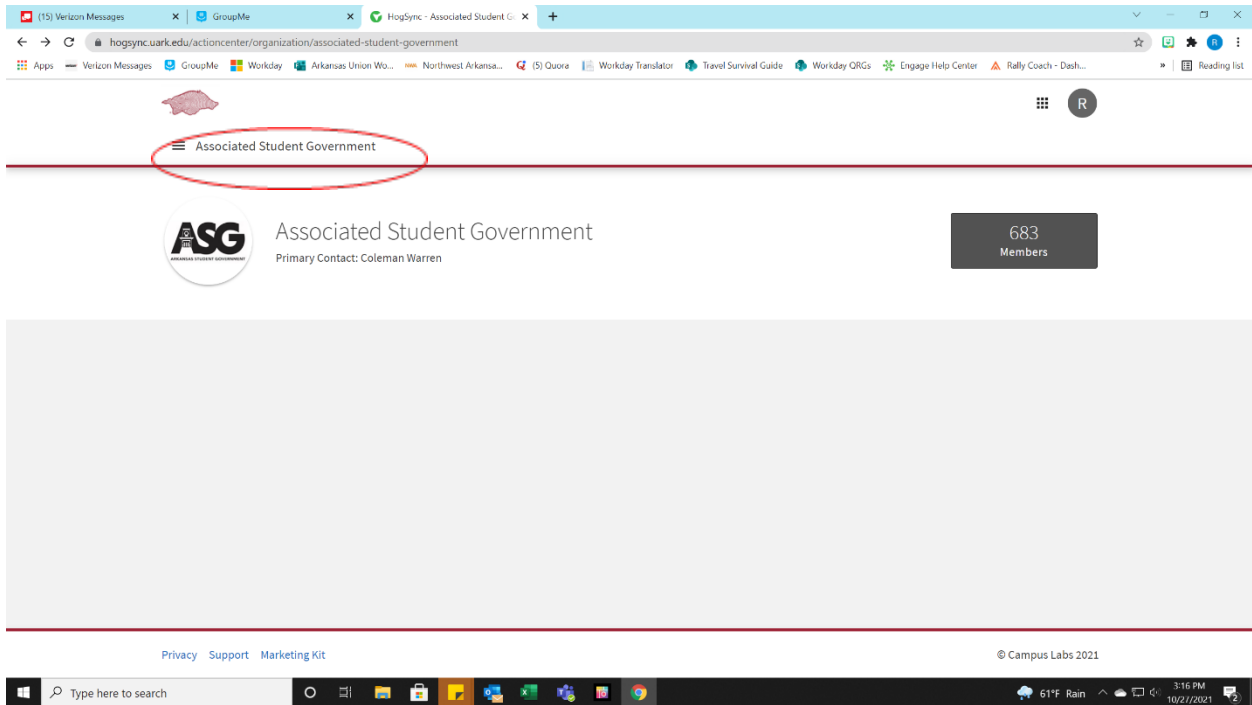
What if I don't have a Worktag? If you are going to have financial transactions, you can request one by emailing rso@Uark.edu and telling us the nature of the transactions. If you just need to reserve space in the Union with no charges attached, notify the Union that you don't have a Worktag. If charges are incurred a Worktag will be created and your RSO will be expected to deposit the funds needed for the charges.

Step 1: Click “Manage Organization” from your RSO’s home screen in HogSync.

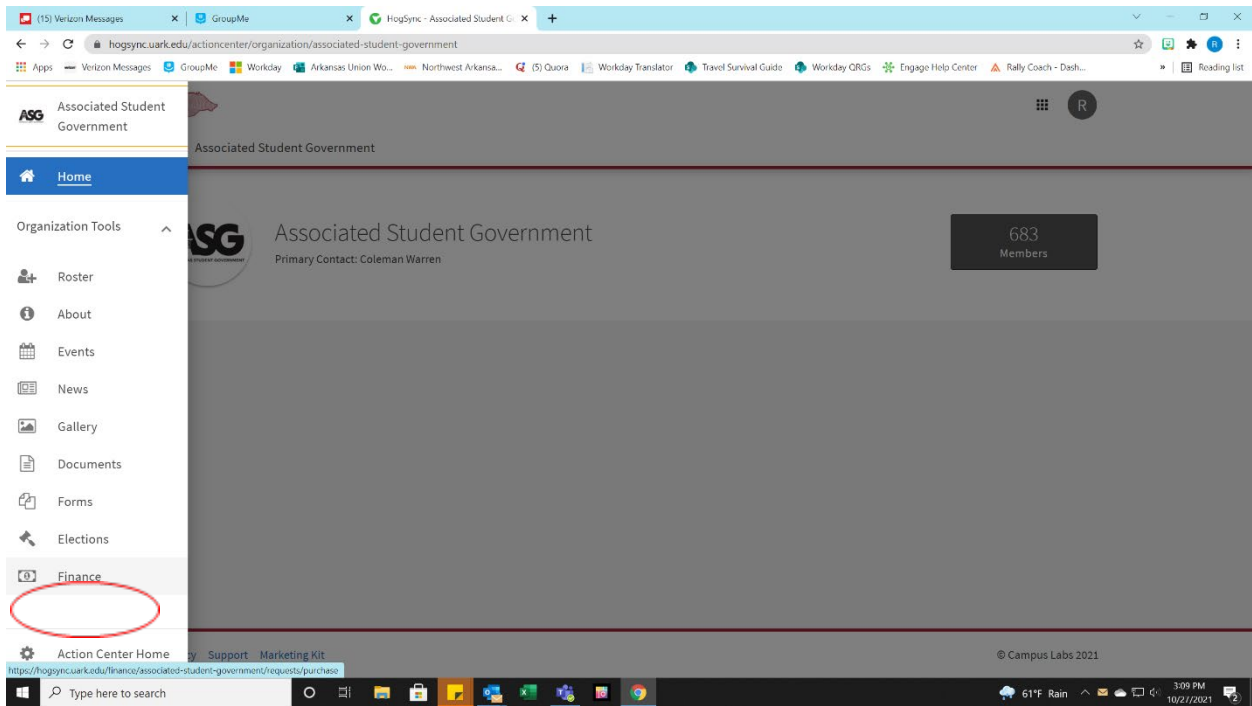


The screenshot shows a web browser window displaying the HogSync website for the Associated Student Government (ASG). The browser's address bar shows the URL hogsync.uark.edu/organization/associated-student-government. The website has a navigation menu with links for HOME, EVENTS, ORGANIZATIONS, NEWS, FORMS, and SERVICE. The main content area features the ASG logo and name, along with a "Member Since September 2021" badge. A description of the ASG is provided, stating it is a student-led organization representing undergraduate students. To the right, there is a gallery of photos showing students wearing masks and holding signs. A "VIEW GALLERY" button is located below the photos. In the top right corner, there is a "MANAGE ORGANIZATION" button, which is circled in red in the image. Below it is a "CONTACT" button. The bottom of the screenshot shows the Windows taskbar with the search bar and system tray.

2. Click on the 3 lines to the left of your RSO name.



3. Scroll down to Finance and click on it.



4. Select "Accounts".

Purchase Requests

ACCOUNTS CREATE REQUEST

Budget Purchase

Search

Status All Statuses

Stage All Stages

Category All Categories

Show Only Recently Deleted

All: 0 result Sort by: Submitted Date

No Requests match the search or filter criteria.

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6. Section "Main Account" for your RSO.

Finance

CREATE NEW REQUEST

Submit financial requests for organization funding or purchases made. Please note that these requests are not tied to actual monies and are for information only.

PURCHASE REQUESTS ACCOUNTS

Name	Description	Parent	B
Associated Student Government Main Account	RSO Checking Account		\$2

Showing 1 - 1 of 1

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7. The "External Account ID" is your Worktag!



[← BACK TO ACCOUNTS](#)

Account Details

Associated Student Government Main Account

Description: RSO Checking Account
Parent Account: [Redacted]
Organization: Associated Student Government
External Account ID: AG00901



[REQUESTS](#) [TRANSACTIONS](#)

Subject	Amount	Approved Amount	Date Approved	Status	Action
There is no data available.					