

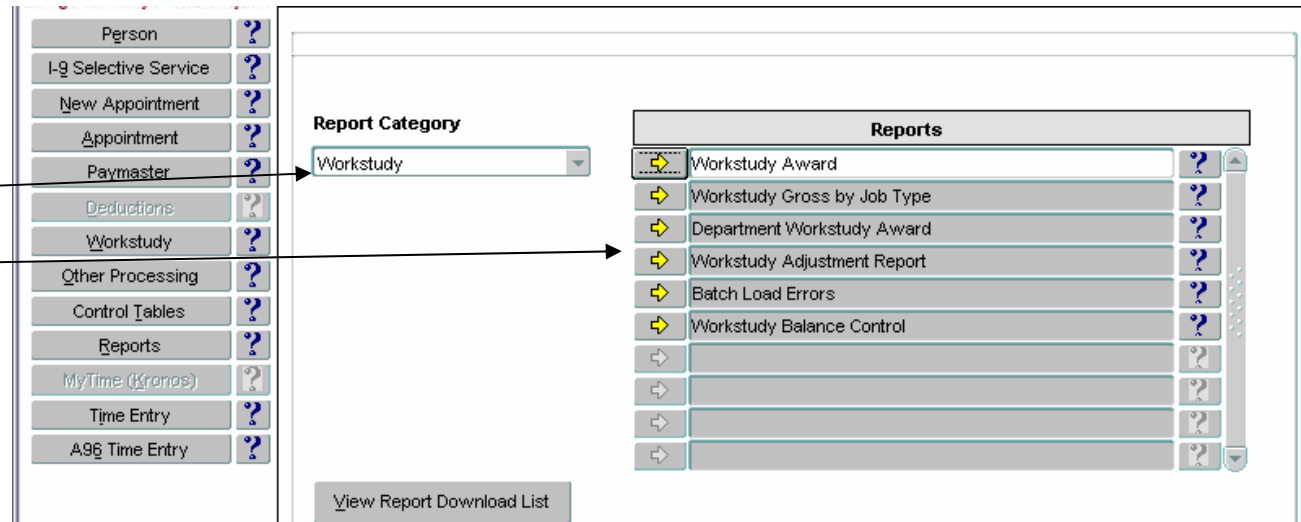
- This report will show you all of the WORK STUDY students under your account and what their remaining balances are.
- The most current copy of this report is available on the Friday of the payroll entry week. For instance, hours for Nov A pay period are due by 11/9/04. This report showing the WS balance will be available on Friday, November 12.

1) Click Reports

2) Report Category → Workstudy

3) Reports → Department Workstudy Award

4) Calc → will default to must current pay period



Department Workstudy Award

Data Selection

Calc: JUL B STUDENT (07/03/2005 - 07/16/2005)

UDDS: E361300

5) UDDS → E + 6 digit account number

Additional Data Selection

Flag persons where the remaining balance is at or less than the entered value:

- Percent value to flag awards:
- Dollar Amount value to flag awards:

6) Percent value to flag awards → you can use this to flag student's who have a certain percent of their work study balance remaining by indicating a certain % in the box (i.e. 70%)

Show only flagged awards?

7) You can also choose to flag awards at or below a certain dollar amount and enter that in the box (i.e. 200)

Output Type

PDF - View/Print/Save

Create Report

8) Show only flagged awards? → if you check this

box, the report will show only those students that have a certain percentage or dollar amount remaining, as indicated in the % value box

Your Report will look like this:

At or less than specified value	Person Name	SSN	Person ID	Academic Period	Amount	Balance	Workstudy Eligible Appts	
	CYPHERS, REBEKAH A		403058	2005 SEMESTER 2	800.00	.00	1	
Appt ID	Major Dept	Student Job Type	Appt Amount	Appt Balance	WS Fed	WS Dept	Non WS	Total Paid
902534	E072500	ON-CAMPUS GPR FUNDE			137.92	.00	146.08	284.00

* You can see the current pay period for which the amounts are accurate.

* If you choose to flag a certain % or dollar amount, the report will tell you what amounts and if you're showing only flagged students

* Each student's information will show individually:

- Name, SSN, Person ID
- Academic Period: award period (i.e. Semester 1 or 2, Summer)
- Amount: amount awarded to the student for current period
- Balance: balance of award as of last day of pay period listed above (i.e. 2/26/05)
- Work Study Eligible Appts: this shows how many appts are drawing from the current work study award

*** This will show only YOUR DEPT's appointment**

- Appt ID, Major Dept, Student Job Type
- WS Fed: shows federal amount paid to work study this pay period
- WS Dept: shows department amount paid to work study this pay period
- Non WS: any amount over the work study balance that was paid from student help dollars
- Total Paid

* You should print off this report each pay period to monitor your students' work study balances