

Quick Reference Guide

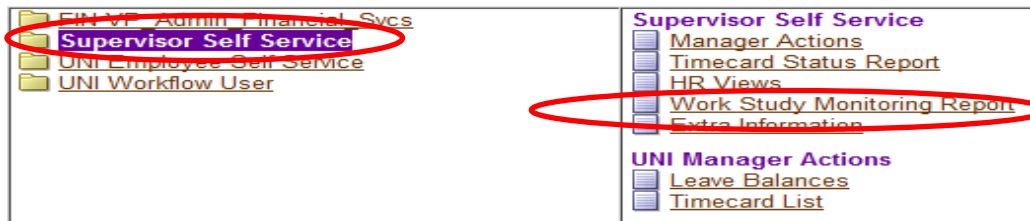
Work Study Monitoring Report

UNI e-Business Suite

VIEWING A WORK STUDY MONITORING REPORT

Supervisors and timecard managers can monitor their work study employee's earnings on a daily basis by viewing the Work Study Monitoring Report. If a student employee is nearing their award, or if a student is not working enough hours to earn their Work Study amount, the student's name will be highlighted. If a student is close to reaching their award, departments should let that student know and set them up departmentally if desired. After a student has obtained their Work Study amount, departments are responsible for sending a termination form terminating their work study position and creating a new departmental assignment. The Work Study Monitoring Reports are available by following the directions provided below:

1. Logon to My UNIVERSE.
2. Click e-Business Login in the e-Business channel.
3. Enter your e-Business username and password.
4. Click Supervisor Self Service or Timecard Mgr
5. Click Work Study Monitoring Report.



6. Select the Organization and the Semester.
7. Click Go.

Organization:

Semester:

See report example below.

UNI ID	FULL NAME	FUND	-- AMOUNT AWARDED --			TOTAL AWARDED	CURR WAGE	ACTUAL PAID	PENDING	UNEARNED AMOUNT	REMAINING HRS TO WORK
			FALL	SPRING	SUMMER						
+ 432456	*Doe, Jane	Federal	1000.00	1000.00	0.00	2000.00	7.45	0.00	1702.33	297.68	39.96
432165	Doe, John	Federal	0.00	1000.00	0.00	1000.00	7.25	0.00	377.00	623.00	85.93
* 432789	Doe, Jill M	Federal	1000.00	1000.00	0.00	2000.00	7.35	0.00	2069.76	-69.76	-9.49

Important Information:

Once a student earns the total award, additional payment must be made by the department.

Actual Paid: Amount of work award the student has been paid as of the most recent payroll.

Pending: Amount of work award found on timecards that have yet to be paid to the student.

Unearned Amount and Remaining hours to work: Calculated to include both actual paid and pending hours.

What the highlighting means-

*(RED): Students in RED have exceeded the maximum of their work award. Please set them up as a departmental employee if your department plans on keeping them on after they have exceeded their work award.

+(YELLOW): Students in YELLOW are nearing their work study allotment (withint \$300). Please monitor their hours extremely close as to not allow them to exceed their work study award.

For questions, please contact the Help Desk at 3-5555 or email ebusiness-help@uni.edu.

For questions about this document, please contact Pat Whitt, e-Business Trainer, 3-6881.

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