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.
7. Click Go.

See report example below.

| UNIT ID | FULL NAME | POND | FALL | SPRING | SUMMER | TOTAL | AMOUNT AWARDED | ACTUAL PAID | PENDING | UNPAID | REMAINING
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>123456</td>
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<td>Federal</td>
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<td>2000.00</td>
<td>7.35</td>
<td>0.00</td>
<td>2039.76</td>
<td>-69.76</td>
<td>-9.49</td>
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</tbody>
</table>

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 (within $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.