

# How to Read the Work-Study Employer Page

## STEP 1:

Navigate to Financial Aid > CU Financial Aid > CU Work Study Development > CU Workstudy Employer View

## STEP 2:

Enter search criteria:

- Academic Institution: CUBLD
- Aid Year: 2011 (for the 2010-11 aid year)
- EmplID: Student ID (or search by name)

Click

The screenshot displays the 'CU Workstudy Employer' search interface. On the left is a navigation menu with 'CU Work Study Development' expanded to 'CU Workstudy Employer View'. The main content area has a title 'CU Workstudy Employee' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a search form with the following fields:

- Academic Institution: begins with [CUBLD]
- Aid Year: begins with [2011]
- EmplID: begins with [123456789]
- HR Employee ID: begins with [ ]
- Name: begins with [ ]
- Last Name: begins with [ ]
- First Name: begins with [ ]

There is a 'Case Sensitive' checkbox which is unchecked. At the bottom of the form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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## STEP 3

Review search results

- a. If search brings back no matching values, student does not have a work-study award for this aid year.

University of Colorado

**CU Workstudy Employee**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: begins with CUBLD  
 Aid Year: begins with 2011  
 EmpID: begins with 123456789  
 HR Employee ID: begins with  
 Name: begins with  
 Last Name: begins with  
 First Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

No matching values were found.

If a student has a work-study award, the search brings back results. You must now review for eligibility, please see page 5.

CU Work Study Employer View

EmpID 99999999 Student, Sally Aid Year 2011  
 Institution CUBLD HR EMPLID

**Award Summary**

Award Type	Accept Amount
Fall Spring	5500.00

**Term Summary**

Term	Term Description	Start of Term	End of Term	Enrolled Hrs	Award Amt	*Earned	Remaing	Work Study Eligibility
2107	2010 Fall	08/08/2010	12/11/2010	18.000	2750.00		2750.00	Eligible
2111	2011 Spr	12/12/2010	04/30/2011		2750.00		2750.00	Undetermined

Save Return to Search Notify

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- b. If search brings back results, student has a work-study award in this aid year. You must now review for eligibility.

CU Work Study Employer View

Student, Sally      Aid Year 2

HR EMPLID

**Award Summary**

Award Type	Accept Amount
Fall Spring	5500.00

**Term Summary**

Term	Term Description	Start of Term	End of Term	Enrolled Hrs	Award Amt	*Earned	Remaing	Work Study Eligibility
2107	2010 Fall	08/08/2010	12/11/2010	18.000	2750.00		2750.00	Eligible
2111	2011 Spr	12/12/2010	04/30/2011		2750.00		2750.00	Undetermined

This is the student's award break down and eligibility by term.

This is the student's Award Summary for the Aid Year. You will see one amount for Academic Year and if applicable, another amount for summer (when we begin awarding it).

Each row includes:

- ◆ the employment begin and end dates for that term,
- ◆ the student's enrolled hours for that term,
- ◆ the award amount for that term,
- ◆ how much has been earned as of a particular date,
- ◆ the remaining available to be earned, and
- ◆ the student's eligibility for the work-study award.

Eligibility statuses are:

- ◆ Eligible – as of this date and time, the student is eligible to earn that term's award.
- ◆ Failed Eligibility – as of this date and time, the student is ineligible to earn that term's award.
- ◆ Undetermined – as of this date and time, we have not yet determined the student's eligibility for that term.

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Work-study Eligibility Continued:

If a student has failed eligibility, you will see the screen below and the student is not eligible to earn their work-study award:

The screenshot displays the 'CU Work Study Employer View' interface. At the top, it shows the employee ID (111111111), name (Buffalo, Ralphie), aid year (2011), and institution (CUBLD). Below this is an 'Award Summary' table with columns for 'Award Type' and 'Accept Amount', showing 'Fall Spring' and '1800.00' respectively. The main section is a 'Term Summary' table with the following data:

Term	Term Description	Start of Term	End of Term	Enrolled Hrs	Award Amt	*Earned	Remaing	Work Study Eligibility
2107	2010 Fall	08/08/2010	12/11/2010	10.000	900.00		900.00	Failed Eligibility
2111	2011 Spr	12/12/2010	04/30/2011		900.00		900.00	Undetermined

A callout box with a blue border and a pointer to the 'Failed Eligibility' cell contains the text: 'This is an example of how Failed Eligibility appears.'

At the bottom of the screenshot, there are three buttons: 'Save', 'Return to Search', and 'Notify'.

If you would like the instructions in a word format, please go to <http://www.colorado.edu/studentemployment/oncampforms.html> and select the Employer View Screen Guides. If you have any questions, please contact our office.