

STEP 1:

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

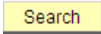
STEP 2:

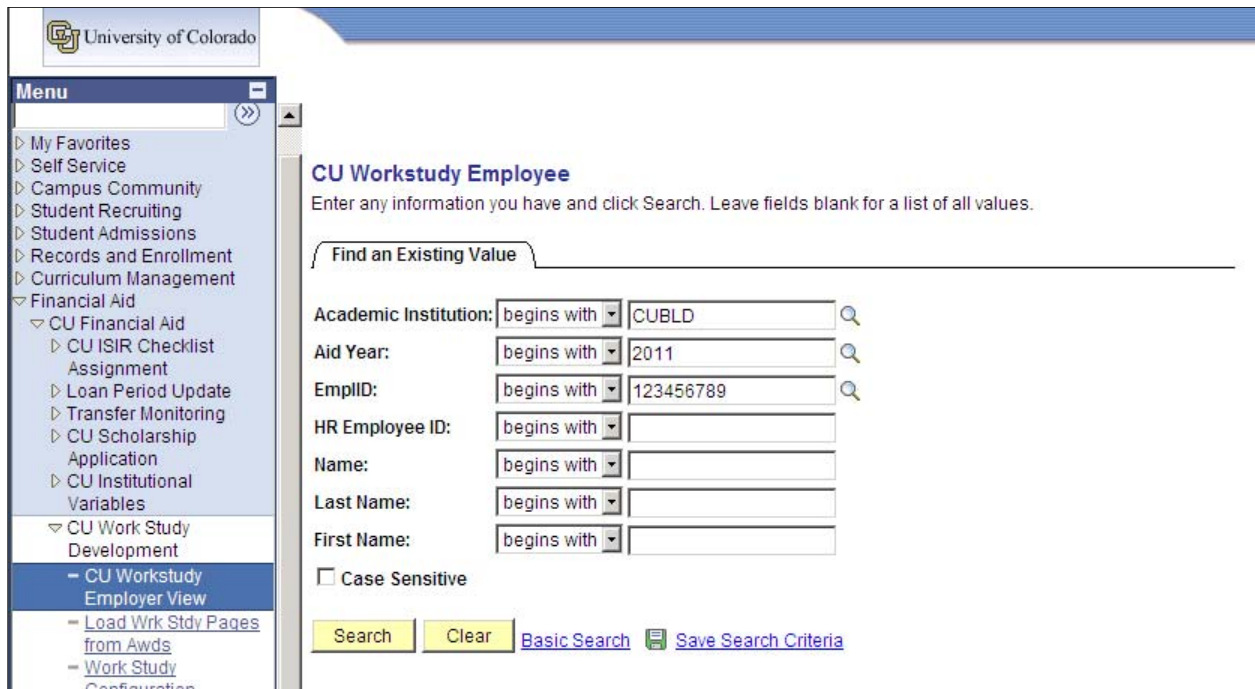
Enter search criteria:

Academic Institution: CUBLD

Aid Year: 2011 (for the 2010-11 aid year)

EmplID: Student ID (or search by name)

Click 



The screenshot shows the University of Colorado Workstudy Employer View search interface. On the left is a navigation menu with categories like My Favorites, Self Service, Campus Community, Student Recruiting, Student Admissions, Records and Enrollment, Curriculum Management, Financial Aid, CU Financial Aid, CU ISIR Checklist, Loan Period Update, Transfer Monitoring, CU Scholarship Application, CU Institutional Variables, CU Work Study Development, and CU Workstudy Employer View. The main content area is titled "CU Workstudy Employee" and includes a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." Below this is a "Find an Existing Value" section with search criteria fields: Academic Institution (beginning with CUBLD), Aid Year (beginning with 2011), EmplID (beginning with 123456789), HR Employee ID, Name, Last Name, and First Name (all beginning with). There is a "Case Sensitive" checkbox and buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

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

Menu

- My Favorites
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
 - CU Financial Aid
 - CU ISIR Checklist Assignment
 - Loan Period Update
 - Transfer Monitoring
 - CU Scholarship Application
 - CU Institutional Variables
 - CU Work Study Development
 - CU Workstudy Employer View**
 - Load Wrk Stdy Pages from Awds
 - Work Study Configuration
 - Work Study Earnings

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

EmplID: begins with 123456789

HR Employee ID: begins with

Name: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

[Basic Search](#)

No matching values were found.

- 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

EmplID 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 |

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).

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

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.

CU Work Study Employer View

EmpID 111111111 Buffalo, Ralphie Aid Year 2011
Institution CUBLD HR EMPLID

Award Summary

| <u>Award Type</u> | <u>Accept Amount</u> |
|-------------------|----------------------|
| Fall Spring | 1800.00 |

Term Summary

| <u>Term</u> | <u>Term Description</u> | <u>Start of Term</u> | <u>End of Term</u> | <u>Enrolled Hrs</u> | <u>Award Amt</u> | <u>*Earned</u> | <u>Remaing</u> | <u>Work Study Eligibility</u> |
|-------------|-------------------------|----------------------|--------------------|---------------------|------------------|----------------|----------------|-------------------------------|
| 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 |

Save Return to Search Notify

This is an example of how Failed Eligibility appears.