

How to Read the Work-Study Employer View 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

University of Colorado

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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

Aid Year: begins with

EmplID: begins with

HR Employee ID: begins with

Name: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

[Basic Search](#)

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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.

The screenshot shows the 'CU Workstudy Employee' search page. The search criteria are: Academic Institution: CUBLD, Aid Year: 2011, and EmpID: 123456789. The search results section displays the message: "No matching values were found." This message is circled in red.

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

The screenshot shows the 'CU Work Study Employer View' for a student named Sally. The search criteria are: EmpID: 99999999, Institution: CUBLD, and Aid Year: 2011. The results include an 'Award Summary' and a 'Term Summary' table.

Award Summary		Accept Amount	
Award Type			
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

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CU Work Study Employer View

EmplID 99999999 Student, Sally Aid Year 2011

Institution CUBLD HREMLID

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.

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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 for that term:

The screenshot displays the 'CU Work Study Employer View' interface. It includes fields for 'EmpID 111111111', 'Buffalo, Ralphie', 'Aid Year 2011', and 'Institution CUBLD'. Below these is an 'Award Summary' table with columns 'Award Type' and 'Accept Amount', showing 'Fall Spring' and '1800.00'. A 'Term Summary' table follows, with columns: 'Term', 'Term Description', 'Start of Term', 'End of Term', 'Enrolled Hrs', 'Award Amt', '*Earned', 'Remaing', and 'Work Study Eligibility'. The table contains two rows: one for '2107 2010 Fall' with 'Failed Eligibility' and another for '2111 2011 Spr' with 'Undetermined'. A red box highlights the 'Failed Eligibility' cell, and a callout bubble points to it with the text: 'This is an example of how Failed Eligibility appears.' At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

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

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.