How to Read the Work-Study Employer View Page

**STEP 1:**
Navigate From Main Menu to Financial Aid > CU Financial Aid > CU Work Study > CU Work Study Employer View

**STEP 2:**
Enter search criteria:
- Academic Institution: CUBLD
- Aid Year: 2015 (for the 2014-15 aid year)
- EmplID: Student ID (or search by name)
- HR Employee ID: Student HCM ID – however this will only work if they have prior earning or were employed the previous year and the id carried over.

Click Search

**CU Workstudy Employee**

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

Find an Existing Value

Search Criteria

- Academic Institution: begins with CUBLD
- Aid Year: begins with 2015
- EmplID: begins with
- HR Employee ID: begins with
- Name: begins with
- Last Name: begins with
- First Name: begins with

Limit the number of results to (up to 800): 300

Search Clear Basic Search 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.

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Type</th>
<th>Start of Term</th>
<th>End of Term</th>
<th>Enrolled Hrs</th>
<th>Award Amt</th>
<th>Earned</th>
<th>Remaining</th>
<th>Work Study Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>Federal Work-Study</td>
<td>08/17/2014</td>
<td>12/20/2014</td>
<td>16.000</td>
<td>900.00</td>
<td>900.00</td>
<td></td>
<td>Eligible</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>Federal Work-Study</td>
<td>12/21/2014</td>
<td>05/09/2015</td>
<td>900.00</td>
<td>900.00</td>
<td></td>
<td></td>
<td>Undetermined</td>
</tr>
</tbody>
</table>

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.
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:

This is an example of how Failed Eligibility appears.

If you have any questions, please contact our office.