

How to Read the Work-study Employer View Screen

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: **2027** (for the 2026-27 aid year)

Empl ID: **Student ID (9 digits)** - This is the student ID not the HR Emplid or search by name

HR Employee ID: **Student HR Employee ID (6 digits)** - however this will only work if they have prior earning or were employed the previous year and the id carried over. After the first pay period that the student had earnings processed against their award, it will be updated automatically.

Name: you can also search by name but may need other fields since there are other students who may have the same name.

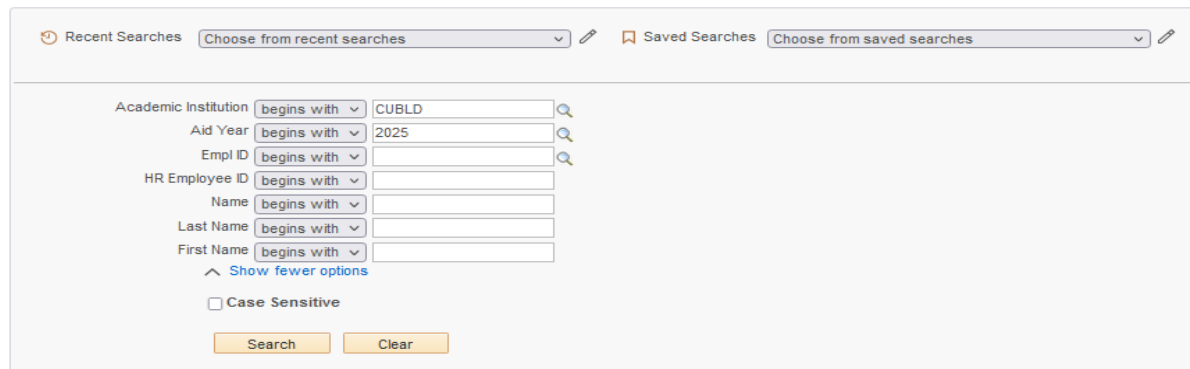
Click **Search**

CU Workstudy Employee

Find an Existing Value

▼ Search Criteria

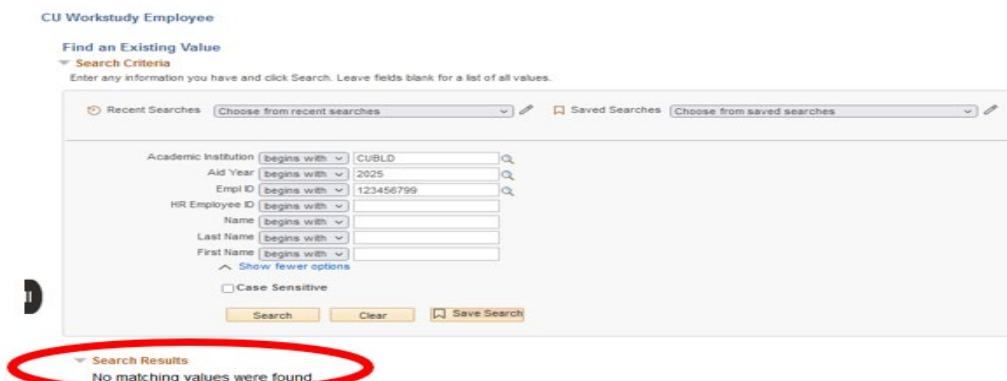
Enter any information you have and click Search. Leave fields blank for a list of all values.



Step 3

Review search results

- 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.

CU Work Study Employer View

Sally Tucker

ID 123456789

HR 567891

EMPLID

Aid Year 2025 Financial Aid Year 2024-2025

Institution CUBLD CU Boulder

Award Summary

Award Type	Accept Amount
Fall Spring	4000.00

Term Summary

Term	Term Description	Work Study Award	Start of Term	End of Term	Enrolled Hrs	Award Amt	*Earned	Remaining	Work Study Eligibility
2247	2024 Fall	Colorado Work-Study-Need	08/18/2024	12/21/2024	15.000	2000.00		2000.00	Eligible
2251	2025 Spr	Colorado Work-Study-Need	12/22/2024	05/10/2025		2000.00		2000.00	Undetermined

Return to Search

Notify

You must now review for eligibility.

CU Work Study Employer View

Sally Tucker

ID 123456789

HR 567891

EMPLID

Aid Year 2025 Financial Aid Year 2024-2025

Institution CUBLD CU Boulder

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

Award Summary

Award Type	Accept Amount
Fall Spring	4000.00

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

Term Summary

Term	Term Description	Work Study Award	Start of Term	End of Term	Enrolled Hrs	Award Amt	*Earned	Remaining	Work Study Eligibility
2247	2024 Fall	Colorado Work-Study-Need	08/18/2024	12/21/2024	15.000	2000.00		2000.00	Eligible
2251	2025 Spr	Colorado Work-Study-Need	12/22/2024	05/10/2025		2000.00		2000.00	Undetermined

Each a 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 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.

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:

Term Summary

Term	Term Description	Work Study Award	Start of Term	End of Term	Enrolled Hrs	Award Amt	*Earned	Remaining	Work Study Eligibility
2247	2024 Fall	Colorado Work-Study-Need	08/18/2024	12/21/2024	3.000	2000.00		2000.00	Failed Eligibility
2251	2025 Spr	Colorado Work-Study-Need	12/22/2024	05/10/2025		2000.00		2000.00	Undetermined

This is an example of how a Failed Eligibility appears

Once a student begins earning their award. You can view this screen to see how much they have earned, what is remaining through a certain date.

Summer Semester Only

4189.00

Term Summary

Term	Term Description	Work Study Award	Start of Term	End of Term	Enrolled Hrs	Award Amt	*Earned	Remaining	Work Study Eligibility
2237	2023 Fall	Colorado Work-Study-Need	08/06/2023	12/23/2023	14.000	2240.50	2240.50		Eligible
2241	2024 Spr	Colorado Work-Study-Need	12/24/2023	05/11/2024	15.000	2239.50	1643.55	595.95	Eligible
2244	2024 Sum	Federal Work-Study-SU (E)	05/12/2024	08/17/2024	9.000	1978.00	1978.00		Eligible
2244	2024 Sum	Federal Work-Study-SU (O)	05/12/2024	08/17/2024	9.000	2211.00	834.20	1376.80	Eligible

* Earnings As of Date 08/03/2024

This the last date a pay period posted to the current work-study award period.

This is how much the student has left to earn for that term as of the date listed below.

Any unused fall award is carried over to spring term. Any remaining amount for spring is forfeited

Summer is a separate term so any unearned amount is forfeited.

If you have any questions, employers may call 303 492 7349 or email workstudy@colorado.edu for additional support.