

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

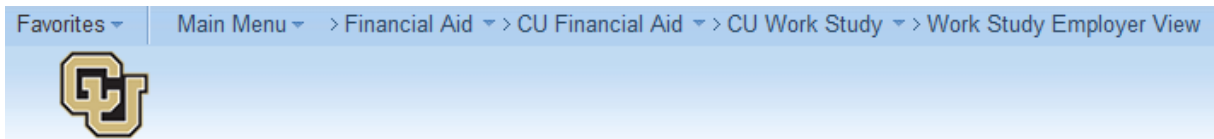
Aid Year: 2015 (for the 2014-15 aid year)

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	
Empl ID:	begins with		
HR Employee ID:	begins with		
Name:	begins with		
Last Name:	begins with		
First Name:	begins with		

Case Sensitive

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

Search

Clear

Basic Search 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.

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

Aid Year: begins with

Empl ID: begins with

HR Employee ID: begins with

Name: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

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

[Basic Search](#) [Save Search Criteria](#)

No matching values were found.

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

CU Work Study Employer View

Sally Tucker

ID 123456789 REMPLID

Aid Year 2015 Financial Aid Year 2014-2015

Institution CUBLD CU Boulder

Award Summary

Award Type	Accept Amount
Fall Spring	1800.00

Term Summary

Term	Term Description	Work Study Award	Start of Term	End of Term	Enrolled Hrs	Award Amt	*Earned	Remaining	Work Study Eligibility
2147	2014 Fall	Federal Work-Study	08/17/2014	12/20/2014	16.000	900.00		900.00	Eligible
2151	2015 Spr	Federal Work-Study	12/21/2014	05/09/2015		900.00		900.00	Undetermined

[Return to Search](#)

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CU Work Study Employer View

Sally Tucker

ID 123456789 HREMPLID 456789

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

Academic Year 2014-2015

Institution CUBLD CU Boulder

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).

Award Summary

Award Type

Accept Amount

Fall Spring

1800.00

Term Summary

Term	Term Description	Work Study Award	Start of Term	End of Term	Enrolled Hrs	Award Amt	*Earned	Remaining	Work Study Eligibility
2147	2014 Fall	Federal Work-Study	08/17/2014	12/20/2014	16.000	900.00		900.00	Eligible
		Federal Work-Study	12/21/2014	05/09/2015		900.00		900.00	Undetermined

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:

CU Work Study Employer View

EmpID 111111111 Buffalo, Ralphie Aid Year 2011

Institution CUBLD HR EMPLID

Award Summary

Award Type	Accept Amount
Fall Spring	1800.00

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	10.000	900.00		900.00	Failed Eligibility
2111	2011 Spr	12/12/2010	04/30/2011		900.00		900.00	Undetermined

This is an example of how Failed Eligibility appears.

Save Return to Search Notify

If you have any questions, please contact our office.

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