

RJRDPPR - Departmental Pay Period Report

This report displays information for the monitoring of student earnings. You can produce this report for either a student, a department or multiple departments.

For each department/placement, this report lists the students assigned to that area, the student's name, Banner ID, State Employee #, the authorized hours and work award, remaining eligibility (hours and award amount), percentage of award remaining, last pay date and work status.

Depending upon your business practices, you can run RJRDPPR either in "Report" mode or "Timesheet" mode. In the "Report" mode, the output will be in a report format. If you choose "Timesheet" mode, you would run RJRDPPR to produce departmental pay period timesheets indicating all of the department's work-study employees. This would be sent to the department supervisor. The supervisor would then record the total hours worked for the pay period and submit this to the appropriate campus office. (See Parameter 5)

To run this report:

From Direct Access, enter RJRDPPR. This brings you to the Job Submission Form (GJAPCTL). Enter your printer name - this report prints in landscape mode so be sure to enter the proper Banner printer.

Enter parameters as follows:

Parameter 01	Aid Year Code	enter aid year
05	Timesheet Option	R - report mode T - timesheet mode
06	Pay Period End Date	in T(imesheet) mode, this date is printed on timesheet
07	Placement Code	enter Placement Code or blank for all
08	Banner ID	enter Banner ID to run report for 1 student

This report prints in landscape mode. Be sure to select a proper Banner printer. A sample of this report is on the following page.

AID YEAR: 0102

Student Employment Departmental Pay Period Report - Report Option

RJRDPFR

Louise Literacy
Children's Reading Room
10-SEP-2001 03:24 PM
170 Elm Street
Enfield, CT 06082
PHONE: (860) 253-3068

Asnuntuck Community College

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Placement: AMREAD America Reads Program

SSN	ID	NAME	EMP NO	AUTHORIZED		REMAINING ELIGIBILITY			LAST PAY DATE	STATUS
				HOURS	AMOUNT	HOURS	AMOUNT	PCT		
999-99-9999	@99999999	Bonner, Adrienne D.	*****	41.67	500.00	41.67	500.00	100.00		NO EARNINGS
999-99-9999	@99999999	Brandenburg, Stacey	*****	50.00	500.00	10.00	-100.00	-20.00	13-JUL-2001	EXCEEDED
999-99-9999	@99999999	Brandenburg, Stacey	*****	10.00	100.00	-46.67	-750.00	-750.00	12-OCT-2001	EXCEEDED
999-99-9999	@99999999	Gravelle, Amy M.	*****	166.67	2000.00	45.42	545.00	27.25	12-OCT-2001	