

RWRXJ01 - Student Employment Authorization Report

This report is actually a transaction form to be used by the financial aid office to transmit student employee authorizations and other related information to the college payroll office.

RWRXJ01 uses data from the RJASEAR form, the Student Employment Authorization Form, to determine report activity and populate the report. The "Activity Date" and "Status" date fields in the Authorizations block on the RJASEAR form are essential fields in the development of RWRXJ01.

Generally, you should run the RWRXJ01 report when you wish to convey employment authorization information about a student or group of students to your business office or payroll office.

There are 4 parameters associated with RWRXJ01.

Parameter 1	Aid Year	enter appropriate aid year
Parameter 2	Activity Date	corresponds to "Activity Date" on RJASEAR - Parameter 2 works in conjunction with Parameter 3.
Parameter 3	Status	corresponds to "Status" field on RJASEAR

When you select a Status and Activity Date, RWRXJ01 will report on those students who are in that employment status as of (and including) the selected Activity Date. For instance, if you wanted to generate a Student Employment Authorization Report for your business office of those students with an "Authorized to Work" status as of July 1, 2001 and later, you would select 01-JUL-2001 as the date for Parameter 2 and AUTH as the status for Parameter 2. Parameters 2 & 3 are required unless you enter a Banner ID in Parameter 4.

Parameter 4	Banner ID	enter a Banner ID to generate a report for a one student
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This report prints in landscape mode. A sample is included on the next page.

EMP NO: ***** SSN: 999-99-9999 ID: @99999999 NAME: Smith, Lissa

DEPT	PLACEMENT DESCRIPTION	PAY PERIOD		PAY RATE	AUTHORIZED		STAT	SUPERVISOR
		START	END		HOURLY	EARNINGS		
FINAID	Financial Aid Office	13-JUL-2001	26-JUL-2002	\$10.00	1	\$10.00	AUTH	Donna Jones-Searle
	FUND: MFWS Federal Work-Study					AWARD AMT: \$4,000.00		

EMP NO: ***** SSN: 999-99-9999 ID: @99999999 NAME: Mastergeorge, Stacey L.

DEPT	PLACEMENT DESCRIPTION	PAY PERIOD		PAY RATE	AUTHORIZED		STAT	SUPERVISOR
		START	END		HOURLY	EARNINGS		
PCLAB	PC Lab	01-JUL-2001	26-JUL-2002	\$20.00	100	\$2,000.00	AUTH	Bob McDonald
	FUND: MFWS Federal Work-Study					AWARD AMT: \$3,800.00		

EMP NO: ***** SSN: 999-99-9999 ID: @99999999 NAME: Brandenburg, Stacey J.

DEPT	PLACEMENT DESCRIPTION	PAY PERIOD		PAY RATE	AUTHORIZED		STAT	SUPERVISOR
		START	END		HOURLY	EARNINGS		
AMREAD	America Reads Program	10-AUG-2001	26-JUL-2002	\$10.00	50	\$500.00	AUTH	Louise Literacy
	FUND: MFWS Federal Work-Study					AWARD AMT: \$500.00		
AMREAD	America Reads Program	30-JUL-2001	26-JUL-2002	\$10.00	10	\$100.00	AUTH	Louise Literacy
	FUND: MCA PWS CAPCS Work-Study					AWARD AMT: \$1,000.00		

