

STUDENT EMPLOYMENT MODULE - PHASE I

Introduction

The Student Employment Module is an integral part of the SCT Banner Financial Aid System. In implementing the Student Employment Module for the 2001-02 Award Year, we will provide colleges the opportunity to automate the administrative functions associated with the management of work-study employment at their institutions. In Phase I of this project, college staff will establish business practices and rules to facilitate the development of work-study job placements, job titles and requirements, as well as student referrals and authorizations. Users will also learn how to manage the student employment process flow, as well as how to utilize FinAid Web and newly developed reports in the management of the work-study program. We'll also be previewing for college staff some exciting new developments to be delivered in Phase II of the Student Employment Module, now scheduled for an October 1 implementation.

Training Outline

Over the next 2 days we will introduce the Student Employment Module to financial aid staff in this order:

- Setup of Forms
- Process Flow
- FinAid Web Interface
- Reports
- Options/Business Practices

Setup of Forms

Although many of the setup requirements of the Module have been completed by the development staff, there are some college-specific forms that all colleges must check, update, and complete. Five forms require your immediate attention: RFRBASE, RFRMGMT, RJAPBLD, RJRJOB, and RJRREQ.

- RFRBASE – Fund Base Data Form. Any work-study funds you want to manage through the Student Employment Module must be coded as “Work” in the Fund Type column. You should also be sure that no AR detail code is associated with the Fund Code.

Banner2000 - TRNG

File Edit Block Field Record Query Help Window

Fund Base Data Form RFRBASE 4.8 (TRNG) [M_FATEAM]

Fund Code	Description	AR Detail	Fund Source	Fund Type	Federal Fund ID	Print Order	Msg No
MCAPCS	CAPCS Community Service		STAT	WORK	GTIV	80	1
MCAPGT	CT Public College Grant	MGCP	STAT	GRNT	GTIV	40	1
MCAPMI	CT Public College Grant/M	MGCM	STAT	GRNT	GTIV	50	1
MCAPWS	CAPCS Work-Study		STAT	WORK	GTIV	75	1
MCCG	Asnuntuck CC Grant	MGIN	INST	GRNT	GTIV	30	1
MCCWS	Asnuntuck CC Work-Study		INST	WORK	GTIV	85	1
MFG	Asnuntuck Foundation Gra	MGFN	PRIV	GRNT	GTIV	55	1
MFSEOG	Federal Supplemental Grant	MMSG	FDRL	GRNT	SEOG	20	1
MFWS	Federal Work-Study		FDRL	WORK	CWS	60	1
MFWSCS	FWS Community Service		FDRL	WORK	CWS	70	1
MPPELL	Federal Pell Grant	MGPL	FDRL	GRNT	PELL	10	1
MPPERK	Federal Perkins Loan	MLPK	FDRL	LOAN	PERK	90	1
MPLUS	Federal Parent Loan (PLUS)	MLPP	FDRL	LOAN	PLUS	92	1
MSUB	Fed. Stafford Loan -Subsidi	MLSB	FDRL	LOAN	STFD	94	1

Fund Code.
Record: 1/?

- RFRMGMT – Fund Management Form. Be sure to indicate for any work-study fund on the Packaging Options window of the Fund Management Form that the fund is not to be disbursed. You also want to be sure not to associate any disbursement rules with a work-study fund using the Financial Aid Selection Rules Form (RORRULE).

Aid Year Specific Data - Packaging Options RFRMGMT 4.8 (TRNG) [M_FATEAM]

Award Max:
Award Min:

Offer Status: **Offered**
Accept Status: **Accepted**
Decline Status: **Declined**

Rebate Fee Percent:
Loan Fee Percent:
Interest Rate:
Direct Loan Ind:
Self-Help Reduct %:
LMS Loan Fund:
Alt Loan Prog Type:

Auto { Package: Replace EFC:
Schedule: Reduce Need:
Accept: Loan Process:

Override { Need: Award Letter Ind:
SAPR: Equity Fund:
Rqmt: Count for NCAA:
Web Accept Flag:


Round Award:
Round Schedule:

Memo Credit
 Offered
 Accepted
 None

Disburse
 Manual
 System
 None

- RJAPLBD – Placement Base Data Form. This form stores name and address information for all locations, both on and off-campus, that employ your work-study students. You should enter a placement code and description to describe each job location – financial aid office, business office, computer lab, YWCA, the local non-profit day care center, and the like. Enter in the Supervisor field the name of the person responsible for the supervision of students at the employment site. Use the remaining fields to enter address and telephone number information. You should take the time now during your setup to enter as much data on your placements/departments as possible. You will, of course, be able to update this data at any time. Note that this is not an aid-year specific form so your data will roll from year to year.

The screenshot shows a software window titled "Placement Base Data Form RJAPLBD 4.10 (TRNG) [M_FATEAM]". The form contains the following fields and values:

Placement:	FINAID	Financial Aid Office
Supervisor:	Donna Jones-Searle	
Address:	Asnuntuck Community College	
	170 Elm Street	
City:	Enfield	
State/Prov:	CT	
ZIP/PC:	06082	
Nation:		
Telephone:	860	2533023
Activity Date:	06-JUL-2001	

- RJRJOBT – Job Title Base Data Form. This form allows you to associate job titles and descriptions with a range of valid pay rates. The system uses this job title data in the Authorizations section of the Student Employment Authorization Form (RJASEAR). Once you create the job title code on this form, you will define requirements for the position on the Job Title Requirements Form (RJRJREQ). Enter a job title in the “Job Title Code” field and a description for the title on the “Description” field. **The only requirement is that the first character of the Job Title Code follow our standard B-M naming convention for your college.** The “Hourly Pay Ind” field indicates if the pay range and default amounts are for hourly wages (a checked box) or for a stipend amount (an unchecked box). You can define the low and high pay range for the job title in the “Pay Range” fields. You can change a student’s pay rate on the Student Employment Authorization Form (RJASEAR), but the change is limited to the low and high range of valid pay rates defined on this form. Assign a default wage or stipend amount in the “Default” field. Again, you should attempt to populate this form with as much data as possible during your initial setup of the module. Although you can certainly update the form as needed. Since this is not an aid-year specific form, your data will rollover to the next award year.

Job Title Code	Job Description	Hourly Pay Ind	Pay Range Low	Pay Range High	Default
M10000	Financial Aid Assistant	<input checked="" type="checkbox"/>	7.00	15.00	10.00
M20000	Library Aide I	<input checked="" type="checkbox"/>	7.00	12.00	7.00
M20010	Library Aide II	<input checked="" type="checkbox"/>	9.00	15.00	9.00
M30000	Clerk I	<input checked="" type="checkbox"/>	7.00	10.00	7.00
M30010	Clerk II	<input checked="" type="checkbox"/>	10.00	15.00	10.00
M40000	Lab Assistant I	<input checked="" type="checkbox"/>	8.00	10.00	8.00
M45000	Lab Assistant II	<input checked="" type="checkbox"/>	12.00	15.00	12.00
M50000	PC Tech I	<input checked="" type="checkbox"/>	20.00	25.00	20.00
M55000	PC Tech II	<input checked="" type="checkbox"/>	25.00	30.00	25.00
M80000	Tutor	<input type="checkbox"/>	2,000.00	9,000.00	4,000.00
M90000	Reading Specialist	<input checked="" type="checkbox"/>	12.00	20.00	12.00
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

- **RJRREQ – Job Title Requirements Form.** This form stores information that you can use to identify the job skills/levels that are required for the job title codes created with the Job Title Base Data Form (RJRJOBT). It is essentially a job description form. You can use the Requirements Search section to find all of the job title codes associated with the listed requirements – for example, all job titles that require keyboarding skills. The information on this form is for reference purposes only and is useful for job placement personnel. We intend to make this data available to students using FinAid Web so they can query your listings of work-study opportunities. Consequently you should strive to make your requirements as descriptive as possible. Doing so will assist your staff and students. This form is not aid-year specific so your data will roll from year to year.

The screenshot shows a software window titled "Job Title Requirements Form RJRREQ 4.0 (TRNG) [M_FATEAM]". The window contains three sections, each with a "Job Title Code" and "Requirements" field. At the bottom, there is a "Requirements Search" section with a "Requirements Keyword" input field.

Job Title Code	Job Title	Requirements
M10000	Financial Aid Assistant	Assists students in understanding application process. Assists students in completing the FAFSA. Helps to provide coverage of the reception area during lunch breaks.
M20000	Library Aide I	Provides clerical assistance at front desk. Shelves books. Operates circulation computer. Must interact well with students and the general public. Position requires felexible hours including evenings and weekends. Position may require lifting of heavy books and boxes.
M20010	Library Aide II	Works extensively with reference material and interlibrary loan materials. Must be able to work evenings and weekends!

Requirements Search

Requirements Keyword:

With your work on these five forms, you will complete all the necessary setup for your college's use of the Student Employment Module! Now let's move on to the Student Employment Process Flow where you'll manage your work-study activity.

Once the student accepts the work-study award, the financial aid staff begins the process management.

- RJASERF – Student Employment Referral Form. You use this form to refer a student to a job location for possible employment. You maintain the information on this form for a specified aid year. You may refer a student for one or several positions; at one time or over several times. Enter a referral status code in the “Status” field; if necessary you can select the Status button or the List function to access the Referral Status Validation window. RTVRFST shows the different referral status codes available to users. Enter a fund code in the “Fund” field to show that this position is associated with a work-study award. The award must have a accepted status in the student’s package before you can enter a fund in this field. The only acceptable funds for this field are those with an Aid Type of ‘W’ (Work). If you enter a valid fund code that is associated with this student ID, the award accepted amount displays in the “Accepted” field and the total authorized earnings to date appears in the “Total Authorized Earnings” field.

Student Employment Referral Form RJASERF 4.0 C1 (TRNG) [M_FATEAM]

Aid Year: 0102 SSN: [REDACTED] ID: @ [REDACTED]

Referral Date: 25-JUL-2001

Status: INIT

Fund: MFWS

Accepted Amount: 3,800.00

Placement: PCLAB

Position: *****

Job Title: M50000 PC Tech I

Comment: Seems like a good candidate as she has been an admin assistant and is coming back to school for her degree. Has pretty good computer literacy already. Might be of help to Bob.

Authorized: Y

Authorized Earnings: 3,800.00

Total Authorized Earnings: 3,800.00

Enter a placement code in the “Placement” field. Select the Placement button or List to access the Placement Base Data Form (RJAPLBD) if you need to verify a placement code. The “Position” code will default in as *****. Enter the job title in the “Job Title” field. You can select the Job Title button or List to access the Job Title Base Data Form (RJRJOBT) if you need to verify a job title code. In

complete the entry. If you have entered a fund in the “Fund” field, the system does not allow you to enter an authorized earnings amount that exceeds the accepted award amount. If a student receives a stipend amount, the system defaults the pay associated with the job title in the “Stipend Amt” field. You can adjust this default value, if necessary.

- 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 actually 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 the RWRXJ01 report.

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. You can run the Student Employment Authorization Report either by selecting an appropriate combination of activity date & status or by student Banner ID. There are 4 parameters associated with RWRXJ01. Parameter 1 is Aid Year as this is an aid-year specific report. Parameter 2 is Activity Date and corresponds to the “Activity Date” field on RJASEAR. Parameter 2 works in conjunction with Parameter 3 – Status – which corresponds to the “Status” field on RJASEAR. When you select a Status and Activity Date, the program will report 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 3.

Parameters 2 and 3 are required parameters unless you include a Banner ID in Parameter 4. If you want to create a current Student Employment Authorization Report for just one student, you merely enter that student Banner ID in this parameter. The report will produce the current Authorization Status for the student as of today for your submission to the payroll office. This feature may be helpful if you wish to notify the office of a change in the student’s employment status. You can create individual reports for up to 5 students by using the Record Insert feature and inserting the proper Banner IDs.

We have included a sample of the Student Employment Authorization Report, RWRXJ01, on the next page.

EMP NO: ***** SSN: 999-99-9999 ID: @9999999 NAME: Folcik, Kristina M.

DEPT	PLACEMENT DESCRIPTION	PAY PERIOD		PAY RATE	HOUR	AUTHORIZED EARNINGS	STAT	SUPERVISOR
-----	-----	START	END	-----	-----	-----	-----	-----
LRC	Learning Resource Center	01-JUL-2001	30-JUN-2002	\$7.00	714	\$5,000.00	AUTH	Mike Moran
	FUND: MFWS	Federal Work-Study				AWARD AMT: \$5,000.00		

EMP NO: ***** SSN: 999-99-9999 ID: @9999999 NAME: Mastergeorge, Stacey L.

DEPT	PLACEMENT DESCRIPTION	PAY PERIOD		PAY RATE	HOUR	AUTHORIZED EARNINGS	STAT	SUPERVISOR
-----	-----	START	END	-----	-----	-----	-----	-----
PCLAB	PC Lab	01-JUL-2001	30-JUN-2002	\$20.00	190	\$3,800.00	AUTH	Bob McDonald
	FUND: MFWS	Federal Work-Study				AWARD AMT: \$3,800.00		

EMP NO: ***** SSN: 999-99-9999 ID: @99999999 NAME: Graham, Megan

DEPT	PLACEMENT DESCRIPTION	PAY PERIOD		PAY RATE	HOUR	AUTHORIZED EARNINGS	STAT	SUPERVISOR
-----	-----	START	END	-----	-----	-----	-----	-----
FINAID	Financial Aid Office	01-JUL-2001	30-JUN-2002	\$10.00	250	\$2,500.00	AUTH	Donna Jones-Searle
	FUND: MFWS	Federal Work-Study				AWARD AMT: \$2,500.00		

EMP NO: ***** SSN: 999-99-9999 ID: @99999999 NAME: Gravelle, Amy M.

DEPT	PLACEMENT DESCRIPTION	PAY PERIOD		PAY RATE	HOUR	AUTHORIZED EARNINGS	STAT	SUPERVISOR
-----	-----	START	END	-----	-----	-----	-----	-----
AMREAD	America Reads Program	01-JUL-2001	30-JUN-2002	\$12.00	167	\$2,000.00	AUTH	Louise Literacy
	FUND: MFWS	Federal Work-Study				AWARD AMT: \$2,000.00		

EMP NO: ***** SSN: 999-99-9999 ID: @99999999 NAME: Lanouette, Holly A.

DEPT	PLACEMENT DESCRIPTION	PAY PERIOD		PAY RATE	HOUR	AUTHORIZED EARNINGS	STAT	SUPERVISOR
-----	-----	START	END	-----	-----	-----	-----	-----
LRC	Learning Resource Center	01-JUL-2001	30-JUN-2002	\$10.00	400	\$4,000.00	AUTH	Mike Moran
	FUND: MFWS	Federal Work-Study				AWARD AMT: \$8,000.00		
YWCA	Young Women's Christian Assoc	01-JUL-2001	30-JUN-2002	\$12.00	333	\$4,000.00	AUTH	Evelyn Temperance
	FUND: MFWS	Federal Work-Study				AWARD AMT: \$8,000.00		

Once the financial aid office transmits the Authorization Report to the college's payroll office, the payroll office adds the student to the student employee payroll and provides for the proper accounting detail to the designated work-study fund code determined by the aid office. To assist us in the payroll feedback from the State Comptroller's Office, we have developed an "interface" between the Banner Human Resources System and the Banner Financial Aid System. The interface centers around the use of the Banner form PWAEMPL, the State Employee Number Assignment Form. As you may know, all work-study students are state employees and are assigned a state employee ID number. Historically this state employee ID number has not been maintained in Banner. The System Office Human Resources Information System (HRIS) staff have asked all college HRIS staff to adopt the practice of maintaining the state employee ID number in Banner for student employees effective with the start of the 2001-02 academic year. **Be sure to check with your college payroll office (HRIS staff, business office, "whoever does this at your college") that the state employee ID numbers of your work-study students are input into the Banner system.** If not done, your college payroll feed will not work properly.

This form displays the pay period end date. The pay period end date is associated with the correct financial aid term on a form named Payroll Load Control Form, RJRPAYL. System Office staff maintain this form. You can query this form to determine the payroll periods for the aid year as well as how the pay period end dates for each period are associated with the financial aid terms established for the aid year. The system also displays the actual hours, rate, and calculated gross pay. The total hours and total earnings to date for the student also appear at the bottom of the form.

- ROARMAN, RPAAWRD, RPAAPMT – These Student Award Forms all show updated information from the payroll feedback system as designed. The “Paid” field indicated the dollars paid through the payroll system and charged to that fund.

Award Form RPAAWRD 4.10 C (TRNG) [M_FATEAM]

Aid Year: 0102 SSN: ██████████ ID: ██████████ Stacey L. Mastergeorge

Summary Information

Budget:	31,685.00	Grp:	MRENWP	Pell EFC	EFC	Gross Need	Unmet Need
Res:	.00			12,224	12,224.00	19,461.00	15,661.00
Ofrd:	3,800.00	Prd:	MFASP	IM:			
Sub Loan Excl Amt							

Fund Awards

Fund	Stat Code	Lk	Sys	Offered	Accepted	Declined/ Cancelled	Memo'd/ Authorized	Paid	Ovrd Ind
MFWS	ACPT	N	M	3,800.00	3,800.00			1,740.00	▼
		N	M						▼
									▼
									▼
									▼
Award Totals:				3,800.00	3,800.00	.00	.00	1,740.00	Ovrd?

Fund Description: Info Access:

Package Maintenance Form RPAAPMT 4.10 C (TRNG) [M_FATEAM]

Aid Year: 0102 SSN: [REDACTED] ID: [REDACTED] Stacey L. Mastergeorge

Summary Information

Budget:	31,685.00	Grp:	MRENWP	Pell EFC:		EFC:		Gross Need:		Unmet Need:	
Res:	.00			12224	FM:	12,224.00		19,461.00		15,661.00	
Ofrd:	3,800.00	Prd:	MFASP		IM:						
Sub Loan Excl Amt:											

Fund Award

Fund:	MFWS	Orig. Offer:	3,800.00	25-MAY-2001	
Fund Desc:	Federal Work-Study	Offered:	3,800.00	25-MAY-2001	
Status:	ACPT	Accepted:	3,800.00	25-MAY-2001	
Status Desc:	Accepted	Declined:			
Status Date:	25-MAY-2001	Cancelled:			
Expire Date:	25-MAY-2001	Memo'd:			
Lock:	N	Authorized:			
Override:		Paid:	1,740.00	20-JUN-2001	
System:	M	Info Access:	<input checked="" type="checkbox"/>	Ovrd?	<input type="checkbox"/>

Award By Term RPAAPMT 4.10 C (TRNG) [M_FATEAM]

Term Code: 101313 **Disburse Final Ind:** N

Dist. Pct: 50 **Memo Expiration Date:** 28-SEP-2001

	Amount	Date		Amount	Date	
Orig. Offer:	1,900.00	25-MAY-2001	Memo'd:			
Offered:	1,900.00	25-MAY-2001	Authorized:			
Accepted:	1,900.00	25-MAY-2001	Paid:	1,740.00	20-JUN-2001	
Declined:			Lock Ind:	N	NSLDS Ovrd Ind:	<input type="checkbox"/>
Cancelled:			Pkg Ld:	1=Full Time		
			Pell Enrl Option:	(None)		

Fund Totals

Fund Code: MFWS **Status:** ACPT **Offered:** 3,800.00 **Accepted:** 3,800.00

Overall NSLDS Ovrd Ind: <None>

Note that on RPAAPMT you can see the distribution of the payroll amounts by term code as designated on RJRPAYL. This provides you with detailed information by term as to student earnings versus awards.

- RJASEAR – Student Employment Authorization Form. On this form, you can view even more detail about the student work –study awards. You can view the award amount, paid to date, and the remaining amount to earn for each work-study fund award.

Student Employment Authorization Form RJASEAR 4.10 C (TRNG) [M_FATEAM]

Aid Year: 0102 SSN: ██████████ ID: ██████████ Stacey L. Mastergeorge

Awards

Fund	Status	Offered	Accepted	Paid	Remaining
MFWS	ACPT	3,800.00	3,800.00	1,740.00	2,060.00

Authorizations

Fund:	MFWS	— Authorization —	
Placement:	PCLAB	Start Date:	01-JUL-2001
Position:	*****	End Date:	30-JUN-2002
Suffix:	00	— Payroll —	
Job Title:	M50000	Start Date:	01-JUL-2001
Status:	AUTH	End Date:	30-JUN-2002
		Pay Rate:	20
		Auth Hours:	190
		Auth Earnings:	3,800.00
		Stipend Amt:	
		Activity Date:	25-MAY-2001

- RFIBUDG – Fund Budget Inquiry Form. Since the payroll feed process will update the Banner Financial Aid System with earned compensation amounts, you will be better able to track your expenditures in your work-study funds. You can use RFIBUDG to monitor your work funds in the same manner as your other funds. You will be able to view both term and total expenditures. It becomes even more important that you maintain accurate fund management balances as both college and System Office staff will rely on fund reports.

Fund Budget Inquiry Form RFIBUDG 4.0 C (TRNG) [M_FATEAM]

Aid Year: 0102 Fund: MFWS Federal Work-Study

Base Fund Information

Fund Source:	FDRL	Federal Government
Fund Type:	WORK	Employment
Fed Fund ID:	CWS	

Aid Year Specific Information

Prior Balance:	.00
Transferred:	.00
Budget Allocated:	60,000.00
Total Allocated:	60,000.00
Available to Offer:	120,000.00
Over-Commitment %:	200

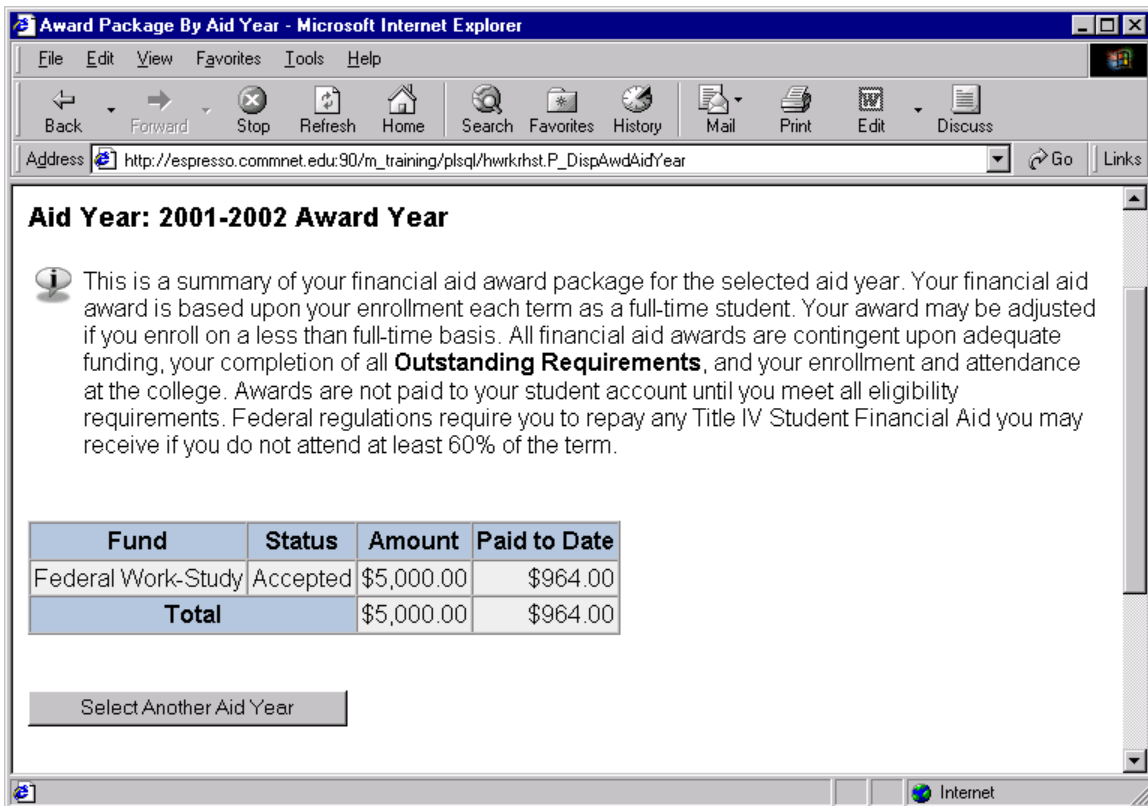
Aid Year Specific Information RFIBUDG 4.0 C (TRNG) [M_FATEAM]

	Number of Awards	Amount	Amount Remaining	Percent Remaining	Actual Amount Remaining
Orig Offer:	8	32,800.00			
Curr Offer:	8	27,800.00	92,200.00	76.83	32,200.00
Zero Offer:	0	.00			
Accepted:	8	27,800.00	.00	0.00	
Declined:	0	.00			
Cancelled:	0	.00			
Memo'd:	0	.00			
Authorized:	0	.00			
Paid:	8	12,196.00	15,604.00	56.13	
Available to Disburse:		47,804.00			

FinAid Web Interface with the Student Employment Module

Our development plans call for a robust interface between FinAid Web and the Student Employment Module. While still in development, we hope to have the interface completed as part of the Phase II work scheduled to be delivered by October 1. We plan to closely link the financial aid awards page with a new student employment page. Ideally both hyperlinks and menu links will bring students to the new student employment page. On that page students will be able to search through your work-study job titles and descriptions from RJRJOBT and RJRJREQ as well as glean information from RJASEAR and RJISEWH relative to the work-study award status, placement, paid to date, payroll history, remaining amount to earn, etc. Ideally this presentation will allow students to gather information about work-study status without needing to contact financial aid staff. It should also impact your business practices positively in lessening your need for paper communications with your work-study personnel.

As Phase II is implemented, and we feed payroll information back to the Banner Financial Aid System, students will be able to monitor their earnings simply by logging into FinAid Web. Below is an illustration of a current FinAid Web page.



Aid Year: 2001-2002 Award Year

This is a summary of your financial aid award package for the selected aid year. Your financial aid award is based upon your enrollment each term as a full-time student. Your award may be adjusted if you enroll on a less than full-time basis. All financial aid awards are contingent upon adequate funding, your completion of all **Outstanding Requirements**, and your enrollment and attendance at the college. Awards are not paid to your student account until you meet all eligibility requirements. Federal regulations require you to repay any Title IV Student Financial Aid you may receive if you do not attend at least 60% of the term.

Fund	Status	Amount	Paid to Date
Federal Work-Study	Accepted	\$5,000.00	\$964.00
Total		\$5,000.00	\$964.00

Select Another Aid Year

Reports

With the delivery of Phase I of the Student Employment Module, we are releasing 2 new reports in addition to the Student Employment Authorization Report (RJRAUTH). In Phase II, we will be releasing additional reporting instruments. The 2 new reports for your use are the Departmental Pay Period Report (RJRDPPE) and the Employee Earnings Control Report (RJRSEEC).

- RJRDPPE – The 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. The report output illustrates for each department/placement the students assigned to that area, the student's name, Banner ID, State Employee ID #, the authorized hours and work award, the remaining eligibility as to hours and award amount, percentage of award remaining, last pay date, and work status.

We have included a sample of the Departmental Pay Period Report, RJRDPPE, on the next page.

19-JUL-2001 10:27 AM
AID YEAR: 0102

Asnuntuck Community College
Student Employment Departmental Pay Period Report - Report Option

PAGE 1
RJRDPFR

Mike Moran
PHONE: (860) 253-3066

Placement: LRC Learning Resource Center

SSN	ID	NAME	EMP NO	AUTHORIZED HOURS	AMOUNT	REMAINING ELIGIBILITY HOURS	AMOUNT	PCT	LAST PAY DATE	STATUS
999-99-9999	@99999999	Folcik, Kristina M.	*****	714.29	5000.00	540.88	3786.10	75.72	12-OCT-2001	
999-99-9999	@99999999	Lanouette, Holly A.	*****	400.00	4000.00	245.25	2452.50	61.31	12-OCT-2001	

- **RJRSEEC – The Employee Earnings Control Report.** This report provides a listing of hours worked by pay period. You can run this report for all pay periods in the aid year or select both a starting and ending pay period range. You can select single or multiple work funds in the report output. Alternatively, you can run the report for just one student to gather a student's earnings history. You can sort by student or payroll period. The report output illustrates for each student the authorized hours and award amount, the pay date, the pay rate & hours worked, gross pay, and status. It also provides totals by student.

We have included a sample of RJRSEEC, the Employee Earnings Control Report, on the next page.

Options/Business Practices

In our focus group meeting on student employment we discovered many common elements in business practices at the colleges. Of course, we also noticed some alternative methods and practices. Depending upon your business practices, the options noted below may or may not interest you. Please talk to us if you have any questions.

- Option 1. Consider using RJRDPPR, the Departmental Pay Period Report, in its “Time Sheet” mode (a user parameter) to generate work-study time sheets for departmental use at your college. You can simply prepare a departmental pay period time sheet indicating all a department’s work-study employees and transmit this to the department supervisor. The department supervisor records the total hours worked for the pay period, signs the time sheet, and submits it to either your office or the business office. It eliminates the need for individual student time sheets. And, yes, it is perfectly all right to merely record a student’s total hours worked for a period. Federal regulations now longer require student hours to be recorded in a “real time” manner. We offer this option for your consideration.

We have printed a sample of the Departmental Pay Period Report (RJRDPPR) in the “Time Sheet” mode option and included it on the next page.

19-JUL-2001 10:47 AM
AID YEAR: 0102

Asnuntuck Community College
Student Employment Departmental Pay Period Report - Time Sheet Option

PAGE 1
RJRDPFR

Mike Moran
PHONE: (860) 253-3066

Placement: LRC Learning Resource Center

Pay Period End: 15-NOV-2001

SSN	ID	NAME	EMP NO	AUTHORIZED HOURS	AMOUNT	REMAINING ELIGIBILITY HOURS	AMOUNT	PCT	LAST PAY DATE	HOURS WORKED
999-99-9999	@999999999	Folcik, Kristina M.	*****	714.29	5000.00	540.88	3786.10	75.72	12-OCT-2001	
999-99-9999	@999999999	Lanouette, Holly A.	*****	400.00	4000.00	245.25	2452.50	61.31	12-OCT-2001	

DEPARTMENTAL TOTALS:

Mike Moran

- Option 2. For those financial aid offices that collect work-study time cards and essentially prepare a work-study payroll for the business office, we suggest doing your work in Banner rather than using an external program such as Excel. In this manner, you eliminate multiple data entry, immediately update student award and fund records, and afford your office immediate access to the payroll data rather than waiting for the automated payroll feed process. (The automated payroll process will still take place; it will merely update your data entry – great for corrections processing!). Implementing this option is a 2 step process. First, you will use the form RJASEME, the Student Employment Mass Entry Form, to enter the pay data into Banner. Because so much data is already stored in Banner, you merely enter the hours worked during the pay period for each student; the gross pay is automatically calculated. You can choose to enter data on this form by either student or placement/department.

The screenshot shows the 'Student Employment Mass Entry Form' window. At the top, the title bar reads 'Student Employment Mass Entry Form RJASEME 4.10 (TRNG) [M_FATEAM]'. Below the title bar, there are several input fields: 'Aid Year' with value '0102', 'Term' with value '101313', 'Period End Date' with value '12-OCT-2001', and 'Placement Code' which is empty. Below these fields, there is a section for 'ID' with value '@00673212' and 'Authorization' with value 'AUTH' and a dropdown menu showing 'Authorized to work'. The main part of the form is a table with the following columns: Name, Placement Code, Position, Pay Rate, Hours, Gross, Adjusted Amount, and Active Ind. The table contains the following data:

Name	Placement Code	Position	Pay Rate	Hours	Gross	Adjusted Amount	Active Ind
DiBiasio, Christine	FINAID	MS9999	10.00				Y
Folcik, Kristina M.	LRC	MS9999	7.00				Y
Graham, Megan	FINAID	MS9999	10.00				Y
Gravelle, Amy M.	AMREAD	MS9955	12.00				Y
Lanouette, Holly A.	LRC	MS9999	10.00				Y
Lanouette, Holly A.	YWCA	MS9999	12.00				Y
Mastergeorge, Stacey L.	PCLAB	*****	20.00				Y
Smith, Lissa	PCLAB	*****	30.00				Y

Once you have completed the data entry associated with the payroll period, you can use the previously mentioned Employee Earnings Control Report (RJRSEEC) to produce a payroll report for the pay period. You can then, of course, transmit this payroll information to the business office – either in paper or electronic format.

We have attached a sample of the Employee Earnings Control Report (RJRSEEC) on the following page. It indicates the payroll data for student work-study employees for the 12-OCT-2001 pay period end date.

19-JUL-2001 12:18
 PM
 AID YEAR: 0102

Asnuntuck Community College
 Student Employment Earnings Control Report

PAGE 1
 RJRSEEC

EMP NO	SSN	ID	NAME	AUTHORIZED	PAY	PAY	HOURS	GROSS	PAY STATUS	
	FUND	PLACE		HOURS	AMOUNT	RATE	WORKED			
	CODE	CODE								
*****	999-99-9999	@99999999	Folcik, Kristina M.	00	714.29	5000.00	12-OCT-2001	7.00	35.70	249.90 AUTH Authorized to work
	MFWS	LRC	*****	00						----- 249.90
										=====
							TOTAL			249.90
*****	999-99-9999	@99999999	Graham, Megan	00	250.00	2500.00	12-OCT-2001	10.00	58.30	583.00 AUTH Authorized to work
	MFWS	FINAID	*****	00						----- 583.00
										=====
							TOTAL			583.00
*****	999-99-9999	@99999999	Gravelle, Amy M.	00	166.67	2000.00	12-OCT-2001	12.00	25.25	303.00 AUTH Authorized to work
	MFWS	AMREAD	*****	00						----- 303.00
										=====
							TOTAL			303.00
*****	999-99-9999	@99999999	Lanouette, Holly A.	00	400.00	4000.00	12-OCT-2001	10.00	52.75	527.50 AUTH Authorized to work
	MFWS	LRC	*****	00						----- 527.50
										=====
							TOTAL			1034.50

										400.00
										=====
							TOTAL			400.00