

Connecticut
Community
Colleges



Education That Works For a Lifetime

Student Employment Module

SCT Banner Financial Aid System

August, 2001



Agenda

- Welcome
- Administrative Details
- Overview of Student Employment Module
- Training Outline
- Getting Started.....
- Questions & Answers

Overview

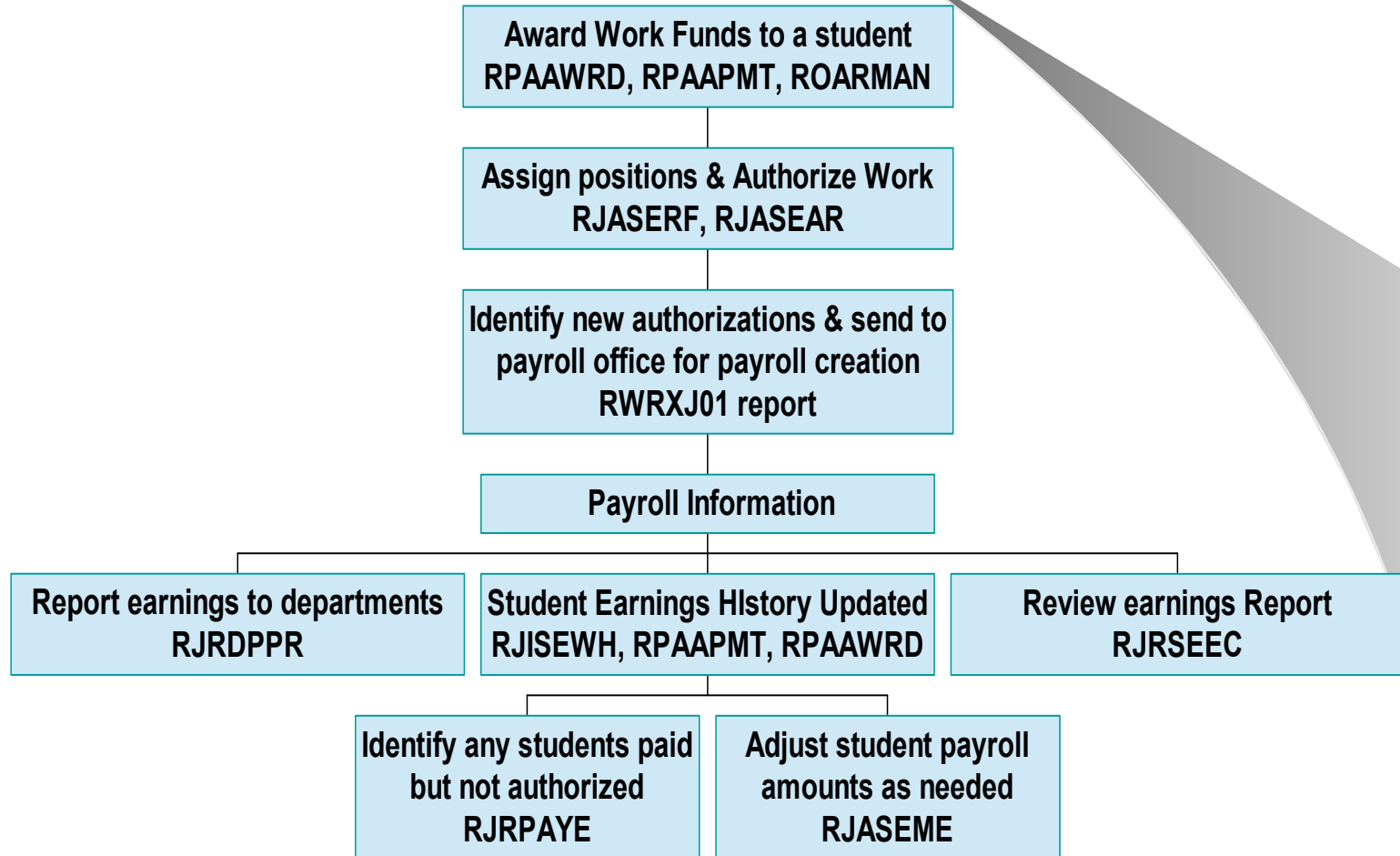
Asnuntuck Community College GUAGMNU 4.2 (TRNG) [M_FATEAM]

Student Employment Direct Access:

Type	Description	Name
	Student Employment Authorization Form	RJASEAR
	Student Employment Referral Form	RJASERF
	Student Employment Mass Entry Form	RJASEME
	Student Employment Work History Form	RJISEWH
	Student Employment Control Menu	*RESEMP LCM

Human Resources System Menu
Financial Aid System Menu
Applicant Processing
Need Analysis
Requirements Tracking
Budgeting
Packaging and Disbursement
Funds Management
Electronic Data Exchange
History and Transcripts
Financial Aid Common Functions
Student System Shared Data
Short-Term Credit
Student Employment
Student Employment Control Menu
Loan Menu
Return of Title IV Funds
General System Menu
Personal Menu

Student Employment Process Flow





Training Outline

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

Setup of Forms

1. **RFRBASE - Fund Base Data Form**
2. **RFRMGMT- Fund Management Form**
3. **RJAPLBD - Placement Base Data Form**
4. **RJRJOBT - Job Title Base Data Form**
5. **RJRJREQ - Job Title Requirements Form**

Education That Works For a Lifetime

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		
MFG	Asnuntuck Foundation Gra	MGFN	PRIV	GRNT	GTIV		
MFSEOG	Federal Supplemental Grant	MMSG	FDRL	GRNT	SEO		
MFWS	Federal Work-Study		FDRL	WORK	CWS		
MFWSCS	FWS Community Service		FDRL	WORK	CWS		
MPPELL	Federal Pell Grant	MGPL	FDRL	GRNT	PELL		
MPERK	Federal Perkins Loan	MLPK	FDRL	LOAN	PER		
MPLUS	Federal Parent Loan (PLUS)	MLPP	FDRL	LOAN	PLU		
MSUB	Fed. Stafford Loan -Subsidi	MLSB	FDRL	LOAN	STF		

Fund Code: Record: 1/?

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

Award Max: 10,000.00
Award Min: .00

Offer Status: OFRD Offered
Accept Status: ACPT Accepted
Decline Status: DECL Declined

Auto Package: Replace EFC:
 Auto Schedule: Reduce Need:
 Auto Accept: Loan Process:
 Auto Need Analysis: Direct Loan Ind: (None)

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

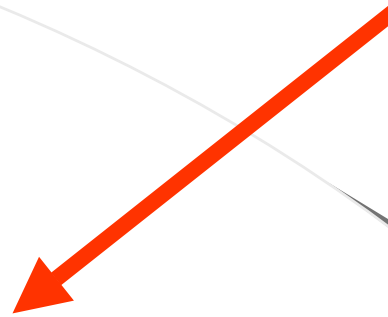
Rebate Fee Percent:
 Loan Fee Percent:
 Interest Rate:
 Self-Help Reduct %:
 LMS Loan Fund:
 Alt Loan Prog Type:

Round Award: 001
Round Schedule: RC=Round Cents

Memo Credit: Offered Accepted None

Disburse: Manual System None

RJAPLBD – Placement Base Data Form



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	

RJAPLBD stores information for all placements/ departments that employ your work-study students.

Form is not aid-year specific.
Data will roll from year to year.

RJRJOBT – Job Title Base Data Form

Job Title Code	Job Description	Hourly Pay Ind	Pay Range		
			Low	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"/>			

Associate job titles, descriptions, & codes with a range of pay rates

First character of the Job Title Code MUST follow the standard B-M naming convention

RJRJREQ – Job Title Requirements Form

Job Title Requirements Form RJRJREQ 4.0 (TRNG) [M_FATEAM]

Job Title Code:	M10000	Financial Aid Assistant
Requirements:	Assists students in understanding application process. Assists students in completing the FAFSA. Helps to provide coverage of the reception area during lunch breaks.	
Job Title Code:	M20000	Library Aide I
Requirements:	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.	
Job Title Code:	M20010	Library Aide II
Requirements:	Works extensively with reference material and interlibrary loan materials. Must be able to work evenings and weekends!	

Requirements Search

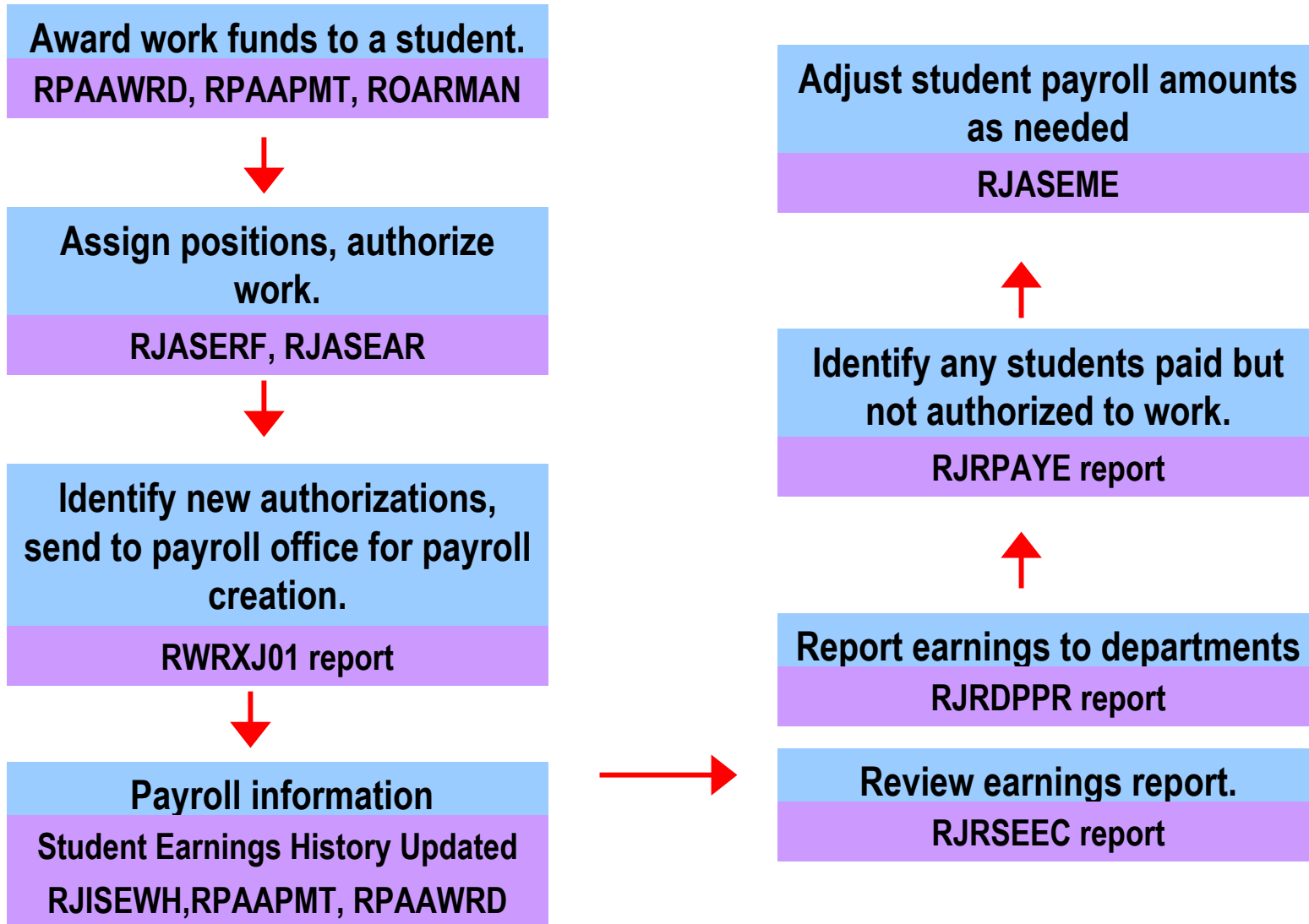
Requirements Keyword:

Job Description form
indicating required
skills/levels

Use the Requirements
Search section to find all
the jobs with the listed
requirements

Future FinAid Web
inquiry access for
students

Student Employment Process Flow



Process Flow

```
graph TD; A["Award work funds to a student.  
RPAAWRD, RPAAPMT, ROARMAN"] --> B["Assign positions, authorize work.  
RJASERF, RJASEAR"]; B --> C["Identify new authorizations,  
send to payroll office for payroll  
creation.  
RWRXJ01 report"]
```

Award work funds to a student.
RPAAWRD, RPAAPMT, ROARMAN

Assign positions, authorize work.
RJASERF, RJASEAR

**Identify new authorizations,
send to payroll office for payroll
creation.**
RWRXJ01 report

Award Work-Study

Award Form RPAAWRD 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			12,224	FM:	12,224.00		19,461.00		15,661.00	
Ofrd:	3,800.00	Prd:	MFASP		IM:						
Sub Loan Excl Amt:											

Fund Awards

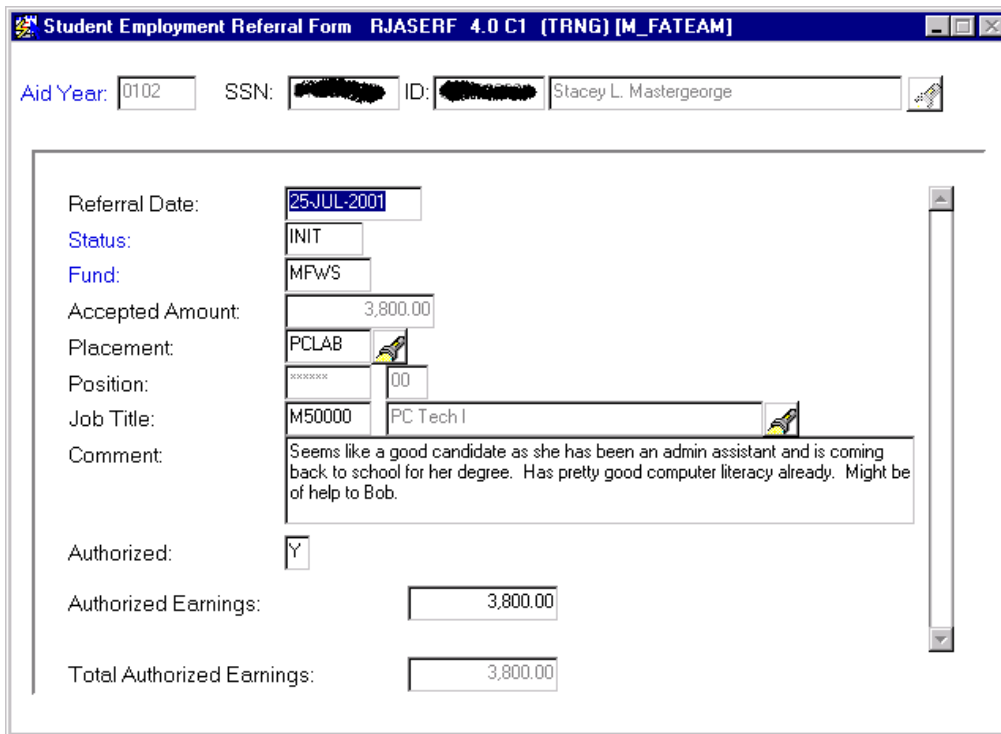
Fund	Stat Code	Lk	Sys	Offered	Accepted	Declined/ Cancelled	Memo'd/ Authorized	Paid	Ovrd Ind
MFWS	ACPT	N	M	3,800.00	3,800.00			1,740.00	
		N	M						
Award Totals:				3,800.00	3,800.00	.00	.00	1,740.00	Ovrd?

Fund Description: _____ Info Access:

Fund must be coded an "Aid Type" of "Work" on RFRBASE!

Student must "Accept" the award!

Refer Students to Positions



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

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

Referral Date: 25-JUL-2001

Status: INIT

Fund: MFWS

Accepted Amount: 3,800.00

Placement: PCLAB

Position: 00

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

Create for each eligible student a referral to a job location for possible employment

Once authorized field is 'Y', this information will default to RJASEAR

Authorize Employment

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

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

Placement: PCLAB

Position: *****

Suffix: 00

Job Title: M50000

Status: AUTH

Authorization

Start Date: 01-JUL-2001

End Date: 30-JUN-2002

Pay Rate: 20

Auth Hours: 190

Auth Earnings: 3,800.00

Payroll

Start Date: 01-JUL-2001

End Date: 30-JUN-2002

Stipend Amt:

Activity Date: 25-MAY-2001

Display of work-study awards

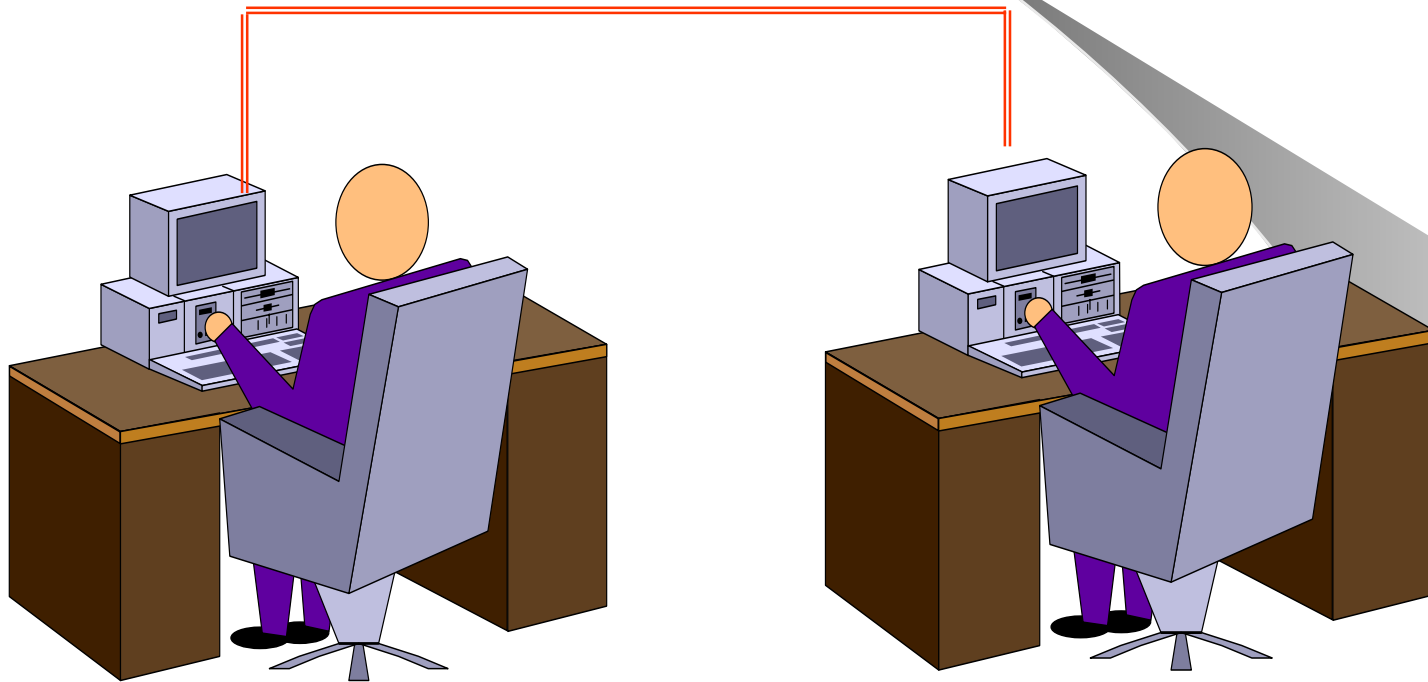
Placement & pay information defaults in from RJASERF & Setup forms



RWRXJ01

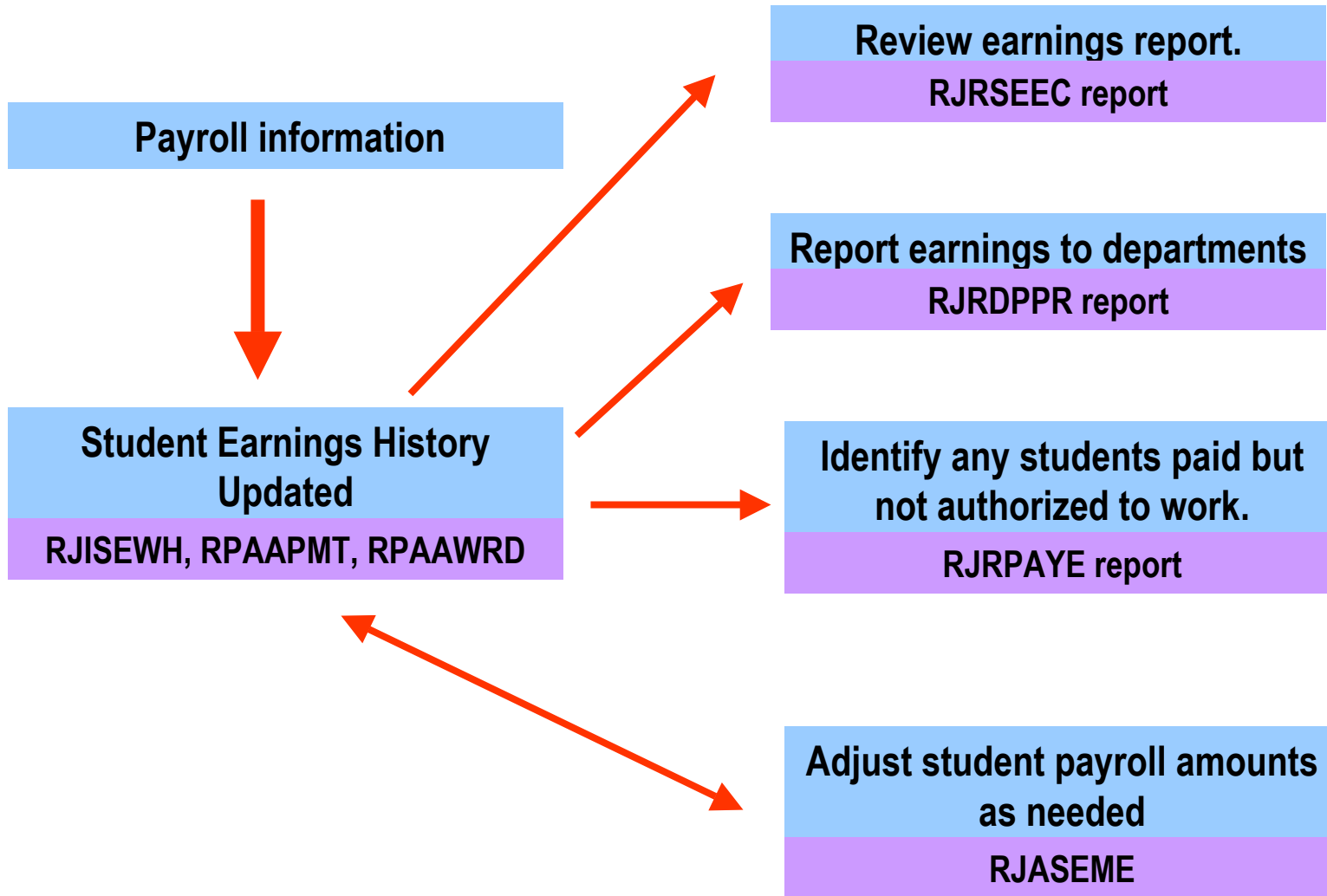
- **RWRXJ01– Student Employment Authorization Report**
- **A “Transaction Form” to be used to transmit student employee authorizations & status updates to the payroll office**
- **Run in “batch” or for one student**

HR Interface



PWAEMPL – State Employee Number Assignment Form

Process Flow, continued (Phase II)



Monitor Student Earnings



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

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

Placement: PCLAB Start Date: 01-JUL-2001 Pay Rate: 20

Position: [REDACTED] End Date: 30-JUN-2002 Auth Hours: 190

Suffix: 00 Start Date: 01-JUL-2001 Auth Earnings: 3,800.00

Job Title: M50000 End Date: 30-JUN-2002 Stipend Amt: [REDACTED]

Status: AUTH Activity Date: 25-MAY-2001

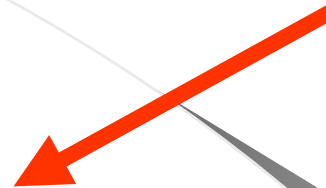
RJASEAR

RPAAWRD

ROARMAN

RPAAPMT

Monitor Work-Study Fund Balances



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			

ROAMGMT

RFIBUDG

Connecticut Community Colleges - Microsoft Internet Explorer

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Back Forward Stop Home Search Favorites History

Address <http://www.online.commnet.edu/> Go Links >>

Connecticut Community Colleges

Welcome to the Connecticut Community Colleges' World Wide Web student information system. The twelve two-year public institutions of higher education that comprise the CCC system share a mission to make educational excellence and the opportunity for lifelong learning affordable and accessible to all Connecticut citizens. The colleges seek to enrich the intellectual, cultural and social environments of the communities they serve.

PUBLIC INFORMATION

- [Course Search](#)
- [College Information](#)
- [Financial Aid Information](#)

SECURED INFORMATION


- [Login](#)
(ID and PIN required)
- [View Schedules](#)
- [View Financial Aid](#)
- [View Academic History](#)
- [View Semester Grades](#)
- [View Account Information](#)

Connecticut Community Colleges

Internet

FinAid Web

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

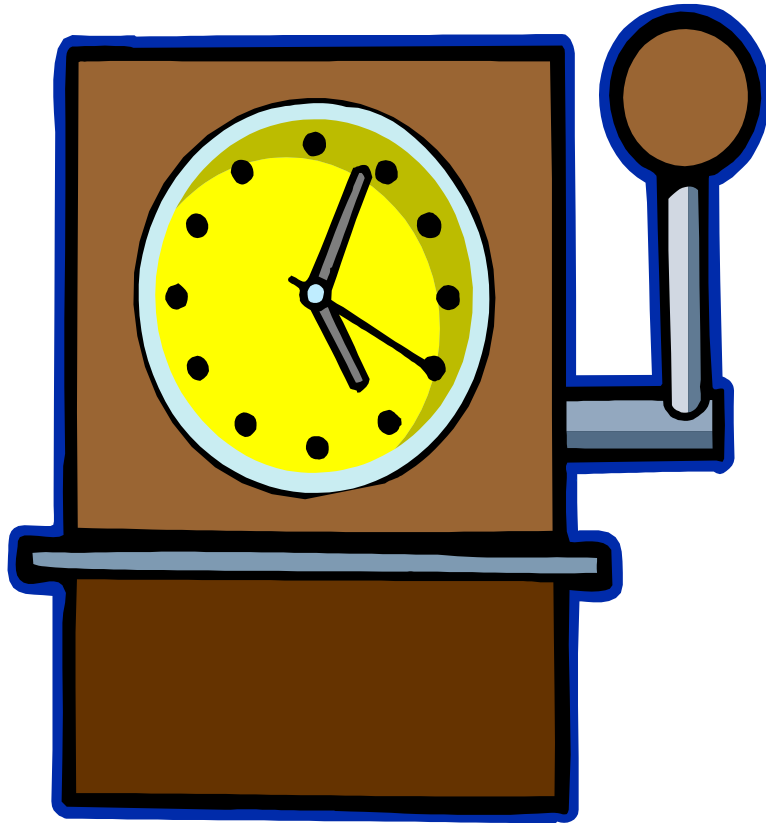
- **RJRDPPR –
Departmental Pay
Period Report**
- **RJRSEEC -
Employee Earnings
Control Report**

Options/Business Practices



- Depending upon your college's business practices, the following presentation of "options" may or may not be of interest to you.

Option 1



- Consider using **RJRDPPR** – the **Departmental Pay Period Report** – in its **“Time Sheet”** mode.
- See pages **24-25** in training document.

Option 2



Student Employment Mass Entry Form RJASEME 4.10 (TRNG) [M_FATEAM]

Aid Year: 0102 Period End Date: 12-OCT-2001
 Term: 101313 Placement Code:

ID: Authorization: AUTH Authorized to work

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

- A. **RJASEME – the Student Employment Mass Entry Form**
- B. **RJRSEEC – the Employee Earnings Control Report**
- C. **See pages 26-27 in training document**



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Questions & Answers