Agenda

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

Asnuntuck Community College GUAMNU 4.2 (TRNG) [M_FATEAM]

Student Employment Menu

- 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

Direct Access:

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Employment Authorization Form</td>
<td>RJASEAR</td>
</tr>
<tr>
<td></td>
<td>Student Employment Referral Form</td>
<td>RJASERF</td>
</tr>
<tr>
<td></td>
<td>Student Employment Mass Entry Form</td>
<td>RJASEME</td>
</tr>
<tr>
<td></td>
<td>Student Employment Work History Form</td>
<td>RJISEWH</td>
</tr>
<tr>
<td></td>
<td>Student Employment Control Menu</td>
<td>&quot;RESEMLCM&quot;</td>
</tr>
</tbody>
</table>
Student Employment Process Flow

- 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

- Payroll Information

- Report earnings to departments
  - RJRDPPR

- Student Earnings History Updated
  - RJISEWH, RPAAPMT, RPAAWRD

- Review earnings Report
  - RJRSEEC

- Identify any students paid but not authorized
  - RJRPAYE

- Adjust student payroll amounts as needed
  - RJASEME
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
RFRBASE and RFRMGMNT
RJAPLBD – Placement Base Data Form

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

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 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

- 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

- Payroll information
  - Student Earnings History Updated
    - RJISEWH, RPAAPMT, RPAAWRD

- Adjust student payroll amounts as needed
  - RJASEME

- Identify any students paid but not authorized to work.
  - RJRPAYE report

- Report earnings to departments
  - RJRDPPR report

- Review earnings report.
  - RJRSEEC 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

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

Student must “Accept” the award!
Refer Students to Positions

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

Display of work-study awards

Placement & pay information defaults in from RJASERF & Setup forms
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)

- Review earnings report.  
  - RJRSEEC report

- Report earnings to departments  
  - RJRDPPR report

- Identify any students paid but not authorized to work.  
  - RJRPAYE report

- Adjust student payroll amounts as needed  
  - RJASEME

Payroll information

Student Earnings History Updated  
- RJISEWH, RPAAPMT, RPAAWRD
Track Earnings History

Student Employment Work History form (RJISEWH) displays a student’s earnings history by pay period for a particular aid year.
Monitor Student Earnings

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Offered</th>
<th>Accepted</th>
<th>Paid</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFWS</td>
<td>ACPT</td>
<td>3,800.00</td>
<td>3,800.00</td>
<td>1,740.00</td>
<td>2,050.00</td>
</tr>
</tbody>
</table>

**Fund:** MFWS
**Placement:** PCLAB
**Position:** 
**Suffix:** 00
**Job Title:** ME5000
**Status:** AUTH

**Start Date:** 01-JUL-2001
**End Date:** 30-JUN-2002
**Pay Rate:** 20
**Auth Hours:** 190
**Auth Earnings:** 3,800.00
**Stipend Amount:** 
**Activity Date:** 25-MAY-2001
Monitor Work-Study Fund Balances

<table>
<thead>
<tr>
<th>Aid Year Specific Information RFIBUDG ROAMGMT</th>
<th>RFIBUDG 4.0 C (TRNG) M_FATEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Amount</td>
</tr>
<tr>
<td>Orig Offer</td>
<td>8</td>
</tr>
<tr>
<td>Curr Offer</td>
<td>8</td>
</tr>
<tr>
<td>Zero Offer</td>
<td>0</td>
</tr>
<tr>
<td>Accepted</td>
<td>8</td>
</tr>
<tr>
<td>Declined</td>
<td>0</td>
</tr>
<tr>
<td>Cancelled</td>
<td>0</td>
</tr>
<tr>
<td>Memo'd</td>
<td>0</td>
</tr>
<tr>
<td>Authorized</td>
<td>0</td>
</tr>
<tr>
<td>Paid</td>
<td>8</td>
</tr>
<tr>
<td>Available to Disburse</td>
<td>47,804.00</td>
</tr>
<tr>
<td>Amount Remaining</td>
<td>92,200.00</td>
</tr>
<tr>
<td>Percent Remaining</td>
<td>76.83</td>
</tr>
<tr>
<td>Actual Amount Remaining</td>
<td>32,200.00</td>
</tr>
<tr>
<td>Amount</td>
<td>27,800.00</td>
</tr>
<tr>
<td>Amount</td>
<td>12,196.00</td>
</tr>
<tr>
<td>Amount</td>
<td>56.13</td>
</tr>
<tr>
<td>Amount</td>
<td>15,604.00</td>
</tr>
</tbody>
</table>
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
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.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Amount</th>
<th>Paid to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>Accepted</td>
<td>$5,000.00</td>
<td>$964.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$5,000.00</td>
<td>$964.00</td>
</tr>
</tbody>
</table>

Select Another Aid Year

FinAid Web
Reports

- **RJRDP**R - Departmental Pay Period Report
- **RJRS**EEC - Employee Earnings Control Report
Depending upon your college’s business practices, the following presentation of “options” may or may not be of interest to you.
Option 1

- See pages 24-25 in training document.
Option 2

A. RJASEME – the Student Employment Mass Entry Form

B. RJRSEEC – the Employee Earnings Control Report

C. See pages 26-27 in training document
Questions & Answers