

Supervisors have two options for Reviewing Federal Work Study Awards. They are:

A) **The Award Status Review Screen** – good for one or two students

The Award Status Review is a quick and easy way for supervisors to find out how much an individual student has earned against his work study award to date.

Follow this path In Peoplesoft: **Enterprise Applications>Human Resources Employees>University of Maine System>Payroll>Review Payroll>Award Status Review**

Look up your student by name (First Name Last Name) or by Peoplesoft ID, and click **SEARCH**.

B) **The Student Earnings Report** - better for large numbers of students

Step by Step Instructions for how to run the report follow on the next few pages.

How to Run the Student Earnings Report

Getting Started:

- 1) Log into Peoplesoft. From the Menu on the left-hand side follow this breadcrumb trail:
Enterprise Applications>HR Employees>UMAINE System> Payroll> Reports >Student Earnings
- 2) You will be prompted for a **Run Control ID** this is just the name you give your report, usually your initials. If this is the first time you've run the report click "add a new value," enter a run control id of your choice, and click the **yellow ADD** button. This will bring up a list at the bottom of the page with your ID. Click on your ID there and it will bring you to the earnings report.
- 3) You should see this screen:

[Home](#) > [University of Maine System](#) > [Payroll](#) > [Reports](#) > [Student Earnings](#) [New Window](#)

Run Control ID: em2 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Selection

Distribution Term:	<input type="text"/>	Pay Period End Date:	<input type="text" value="02/17/2007"/>
Distribution Year:	<input type="text"/>	Show all current earnings:	<input type="checkbox"/>
Business Unit:	<input type="text"/>	Percentile: <input type="text"/> Use the percentage value to calculate when the student is within a percentage of their award limit.	

Student Earnings Sort Options

Department Employee Name

Financial Aid Category Section First of 1 Last

[+](#) [-](#)

[Save](#) [Add](#) [Update/Display](#)

Fill in the following values:

Distribution Term: Either Academic year or summer (**ACAD** or **SUMR**)

Pay Period End Date: Choose the end date of the pay period for which you want see student earnings. You must choose a pay period end date or you will not get any output on your report. A payroll schedule is available here:

<http://www.maine.edu/pdf/payrollschedulefy07stu.pdf>

Distribution Year: this is the current FISCAL year. Type in the 4-digit year.

Business Unit: **UMS06** for USM

Percentile: This option will put an asterisk next to a student who is within certain percentage of their award limit based on all of their current FWS jobs. You can choose the 2-digit numeric value to enter here.

Student Earnings Sort Options: Select Department.

Financial Aid Category Selection: To see both your federal work study and dept funded students, type **FWS** in the first box. On the far right you will see a yellow plus sign, click on this to add a row. In the next box, type **STA** for regular student. When you are done your screen should look like this:

Home > University of Maine System > Payroll > Reports > Student Earnings

Run Control ID: em2 [Report Manager](#) [Process Monitor](#) **Run**

Report Selection

Distribution Term: ACAD Pay Period End Date: 02/17/2007
Distribution Year: 2007 Show all current earnings
Business Unit: UMS06 University of Southern Maine
Percentile: 20 Use the percentage value to calculate when the student is within a percentage of their award limit.

Student Earnings Sort Options

Department Employee Name

Financial Aid Category Section First 1-2 of 2 Last

FWS	Federal Work Study	+	-
STA		+	-

Save **Add** **Update/Display**

Hit the **SAVE** button at the bottom of the page. At the top of the page hit the yellow **RUN** button.

When you click **RUN**, you will be taken to this screen:

Menu

- University of Maine System
- Employee Self-Service
- Enterprise Applications
 - Human Resources
 - Employees
 - HRMS Reporting Database
 - Financials
- Training Tools & Materials
- Technical Support
- My Personalizations

[Home](#) > [University of Maine System](#) > [Payroll](#) > [Reports](#) > [Student Earnings](#)

[My Lin](#)
[NewWindow](#)

Process Scheduler Request

User ID: 0037805 Run Control ID: em2

Server Name: Run Date: 03/01/2007

Recurrence: Run Time: 8:24:15AM

Time Zone: [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	Type	Format
<input type="checkbox"/>	Student Earnings By Department	UMCPY001	Crystal	Web	HTM
<input type="checkbox"/>	Student Earnings By Earn Code	UMCPY002	Crystal	Web	HTM
<input type="checkbox"/>	Student Earnings	UMPAY015	SQR Report	Web	PDF

[OK](#) [Cancel](#)

Put a check mark in the box next to the last choice, **Student Earnings** (this is the SQR report and the only option that will produce any output).

Hit **OK** and you will be taken back to the Students Earnings Report Selection screen page.

On the Students Earnings Report Selection screen, click on **Process Monitor** at the top of screen. You will be taken to the process list. You should see something like this this:

Menu

- University of Maine System
- Employee Self-Service
- Enterprise Applications
 - Human Resources
 - Employees
 - HRMS Reporting Database
 - Financials
- Training Tools & Materials
- Technical Support
- My Personalizations

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > [Process Requests](#)

[My Links:](#) |
[NewWindow](#)

Process List

View Process Request For

User ID: 0037805 Process Type: Last: 1 Days [Refresh](#)

Server Name: Process Run Status: Instance: to

View Job Items Save On Refresh

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
302516		SQR Report	UMPAY015	0037805	03/01/2007 8:24:15AM EST	Success	Details
302363		Crystal	UMW2_06	0037805	02/28/2007 10:54:22AM EST	Success	Details
302268		Crystal	UMW2_06	0037805	02/28/2007 9:30:59AM EST	Success	Details
302261		Crystal	UMW2_06	0037805	02/28/2007 9:16:44AM EST	Success	Details

[Go back to Student Earnings](#)

[Save](#)

Click **Refresh** until the run status says success. Click on **Details**. You will be taken here:

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process Detail

Process

Instance: 302516 Type: SQR Report
 Name: UMPAY015 Description: Student Earnings

Run **Update Process**

Run Control ID: em2 Hold Request
 Location: Server Queue Request
 Server: PSUNX Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 03/01/2007 8:31:03AM EST [Parameters](#) Transfer
 Run Anytime After: 03/01/2007 8:24:15AM EST [Message Log](#)
 Began Process At: 03/01/2007 8:31:09AM EST Batch Timings
 Ended Process At: 03/01/2007 8:32:20AM EST [View Log/Trace](#)

At the bottom of the page, click **View Log/Trace**. You should see this:

Report/Log Viewer

Instance: 302516 Type: SQR Report
 Name: UMPAY015 Run Cntl ID: em2
 Status: Success Submitted By: 0037805
 Server: PSUNX Recurrence:

Student Earnings

Name	Size	CreationDate
Message Log	1263 bytes	2007-03-01 08:32:03
Trace File	601587 bytes	2007-03-01 08:32:02
umpay015_302516.PDF	223211 bytes	2007-03-01 08:32:03

Click on the last selection. It should begin with **umpay . . .** This will take you to the earnings report. You will get the entire report for all departments in the university. The pages are listed alphabetically by department. Find your page and review the information. If you have any questions, please don't hesitate to contact the student payroll coordinator at x5202.