

Federal Work Study

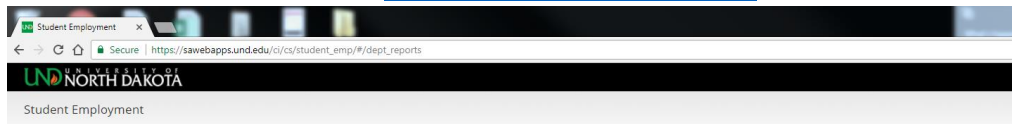
Earnings Reports

Each pay period, you will be asked to log into the Student Employment FWS Earnings Report Database and view your FWS student's earnings. You are responsible for checking each pay period to ensure your students have not exceeded their FWS award. You are also responsible for making sure your department does not exceed your allocation. If you continually allow your students or department to exceed awards or allocations, you may lose your department's allocation and the ability to employ FWS students. **Please help us stay in compliance with the Department of Education by not allowing overspending by students or departments!**

The link for the database will be sent out each pay period by Cassandra McDonald, Student Employment Coordinator. Once you receive this email, you will know that the newest earnings have been added to the database. You can log into the database by clicking the link in the email, visiting the Student Employment website and clicking the link there (coming soon) or entering https://sawebapps.und.edu/ci/cs/student_emp/#/balances into your browser.

How to use the Student Employment FWS Earnings Report Database

- Log in using your IdM (NDUS username and password). If you are unable to log in, please contact Cassandra at 7-4136 or Cassandra.mcdonald@und.edu.

A login form with a user icon, the text "Please sign in with your IdM account", input fields for "Username" and "Password", a green "Login" button, and a "Forgot your password?" link.

- Once you have logged in, you will see this screen:

A screenshot of the "Student Employment » Earnings Reports" dashboard. It includes a sidebar with "DEPARTMENT MANAGERS" (Earnings Reports, FWS Funds Request) and "INFO" (About). The main area has filters for "Fiscal Year" and "Department". A table with columns: Emplid, Last Name, First Name, Term, Total FWS Eligibility, Total Earnings, and Remaining FWS Eligibility. The table is currently empty with the text "No students". At the bottom, there is a summary table:

| | | | |
|-------------------|--------|----------------------|--------|
| Base Allocation | \$0.00 | Total Earnings | \$0.00 |
| Change Allocation | \$0.00 | Remaining Allocation | \$0.00 |
| Total Allocation | \$0.00 | | |

The remaining eligibility may be less than the difference between the total eligibility and total earnings if your student has another FWS job. The remaining eligibility reflects total earnings from all FWS jobs (the departments of which will not necessarily be listed in your department dropdown menu).

- Select the Fiscal Year and Department you wish to view. *Please note that only 2018 earnings have been loaded into the system right now. Other fiscal years to follow.*

Fiscal Year Department

| Emplid | Last Name | First Name | Term | Total FWS Eligibility | Total Earnings | Remaining FWS Eligibility |
|------------|------------|------------|---------------|-----------------------|----------------|---------------------------|
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$145.95 | \$2,854.05 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$319.53 | \$2,680.47 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$92.82 | \$2,907.18 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$162.95 | \$2,837.05 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$79.32 | \$2,920.68 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$121.81 | \$2,878.19 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$153.10 | \$2,846.90 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$1,728.00 | \$141.62 | \$1,466.66 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$207.49 | \$2,792.51 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$160.83 | \$2,839.17 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$4.93 | \$2,995.07 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$2,000.00 | \$18.45 | \$1,981.55 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$3,000.00 | \$30.43 | \$2,969.57 |
| [Redacted] | [Redacted] | [Redacted] | Academic Year | \$2,500.00 | \$281.28 | \$2,218.72 |

| | | | |
|-------------------|-------------|----------------------|-------------|
| Base Allocation | \$26,000.00 | Total Earnings | \$1,920.51 |
| Change Allocation | \$0.00 | Remaining Allocation | \$24,079.49 |
| Total Allocation | \$26,000.00 | | |

- Your student employee's IDs and names will show in the first three columns.
- Academic Term will show earnings for either summer or the academic year.
- Total FWS Eligibility is the amount of the student's FWS award. ****This can change at any time****
- Total Earnings shows the amount the student has earned through the most recent pay period listed on the email. (Usually the most recent pay period)
- Remaining FWS eligibility- Please pay special attention to this column!!**
 - If a student is working for more than one department on campus, the remaining eligibility may be less than the difference between the total eligibility and total earnings. The remaining eligibility reflects total earnings from ALL FWS jobs. (The departments of which will not necessarily be listed in your department dropdown menu.)
 - An example of a student with two jobs is shown above.
- Your department's base allocation is shown on the bottom of the report along with any increases/decreases.

- You can also request funds via this new database. Please do not submit any paper forms.
 - Click FWS Funds Requests.
 - Fill out the form and submit. Give as much information as you can. Requests are reviewed quarterly or as funds are available.

UND UNIVERSITY OF NORTH DAKOTA

Student Employment » Funds Request

DEPARTMENT MANAGERS

Earnings Reports

FWS Funds Request

INFO

About

Please complete all sections of this form. Include a total dollar figure requested. If you have questions, please contact Cassandra McDonald at 777-4136 or cassandra.mcdonald@und.edu.

Date: 10-05-2017

Contact Name: Feller, Mary

Fiscal Year:

Contact Email: mary.feller@und.edu

Request Type:

Contact Phone: (701) 777-3904

Requested Amount:

Department / Agency: Select a department...

Provide a brief description of your agency, organization, or department

Provide an explanation of need and justification for funding request

According to federal regulations, "FWS employment must not displace employees (including those on strike) or impair existing service contracts. Also, if the school has an employment agreement with an organization in the private sector, the organization's employees must not be replaced with FWS students (Replacement is interpreted as displacement)."

Provide a summary of the types of jobs that would be available to students, emphasizing the type of experience that students will gain from the work



Questions?

Contact Cassandra McDonald

701-777-4136

Cassandra.mcdonald@und.edu