Student-Work Study Balances-Daily

Description:
This report is designed to help unit managers track work-study balances for their student employees. The report has two parts: a complete listing of work-study students employed by the unit, and a list of those employees who have $200 or less remaining in their current work-study allocation.

Report Tabs/Views:
- Complete List
- By Home Dept
- $200 Threshold
- $200 Threshold by Home Dept

Data Prompts:
- Org Code at any level – 1 for campus-wide, or to make prompt optional if Home Dept or Appt Dept prompts are fulfilled
- Home Department Name – optional
- Appt Department Name -- optional

Report Limitations:
- Includes
  - Unit employees who have current work-study allocations entered in PPS, and the work study balance from all current distributions they may have – eve those outside the Unit because work-study allocations are granted to an individual, they are not unit-specific
- Excludes
  - Employees who are not work-study students
  - Employees who have been assigned a "Work-Study Program Code" (F or P) but do not have a current work-study allocation entered in PPS

Interpreting the Data:
- Definitions of selected data elements:
  - WS Prgm (P/F): This is the Work-Study Program Code. F = Federal; P = Presidential. While not obsolete, P is rarely used.
  - WS Limit: Maximum gross pay which may be charged to Work-Study funds for the current fiscal year.
  - WS Fytd Gross: Fiscal year-to-date total of Work-Study earnings for the associated Work-Study Limit.

- Multiple listings for a single employee: All Work_Study distributions for each employee are listed on a separate line in this report. Work-Study amounts are not divided between distributions in PPS, so the employee's total WS amounts are duplicated for each distribution line – do not add these amounts together.

- When students receive their work-study allocation for an academic year, their total allocation is initially entered into PPS as $99,999.00 to enable to student to begin working which their actual work-study allocation is determined. PPS is updated with the actual allocations once they are determined.

Customizations:
- WS Remaining: The amount of Work-Study funds remaining for the current fiscal year. WS Remaining is calculated as WS Limit minus WS Fytd Gross

Cautions:
- This report is based on the "daily" extract from PPS. The data in this report reflects the state of PPS at the end of the business day prior to the day the report is run. Daily extracts are not archived, so it is not possible to run this report as of a specific historical point in time.

- The report will not return any data during the summer, beginning July 1st, as work-study employment is not typically active until September of each year.

Work Study Balances by Employee Name

Fictitious Data - Sample Only

Employee Name	EID	Stu Status	Home Department Name	Appt Department	WS Prgm (P/F)	WS Limit	WS Fytd Gross	WS Remaining	Dist #	PPS Full Accounting Unit
LAST NAME, EE1	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,111	730.98	380.02	11	PPS FULL ACCOUNTING UNIT
	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,111	730.98	380.02	13	PPS FULL ACCOUNTING UNIT
LAST NAME, EE2	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	518.58	746.42	11	PPS FULL ACCOUNTING UNIT
LAST NAME, EE3	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	370.98	894.03	0	PPS FULL ACCOUNTING UNIT
	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	370.98	894.03	21	PPS FULL ACCOUNTING UNIT
	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	370.98	894.03	31	PPS FULL ACCOUNTING UNIT
	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	370.98	894.03	32	PPS FULL ACCOUNTING UNIT
LAST NAME, EE4	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	996.05	314.54	681.51	11	PPS FULL ACCOUNTING UNIT
	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	996.05	314.54	681.51	12	PPS FULL ACCOUNTING UNIT
LAST NAME, EE5	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	843.15	323.34	519.81	11	PPS FULL ACCOUNTING UNIT
LAST NAME, EE6	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	1,265	0	12	PPS FULL ACCOUNTING UNIT
LAST NAME, EE7	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	245.52	1,019.48	11	PPS FULL ACCOUNTING UNIT
	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	245.52	1,019.48	12	PPS FULL ACCOUNTING UNIT
LAST NAME, EE8	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	771.38	493.62	11	PPS FULL ACCOUNTING UNIT
	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	771.38	493.62	21	PPS FULL ACCOUNTING UNIT
	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	771.38	493.62	31	PPS FULL ACCOUNTING UNIT
LAST NAME, EE9	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	1,265	0	32	PPS FULL ACCOUNTING UNIT
LAST NAME, EE10	EMPLOYEE ID	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	661.78	603.22	11	PPS FULL ACCOUNTING UNIT

HOME DEPARTMENT NAME

Employee Name	EID	Stu Status	Appt Department	WS Prgm (P/F)	WS Limit	WS Fytd Gross	WS Remaining	Dist #	PPS Full Accounting Unit
LAST NAME, EE9	EMPLOYEE	Undergraduate Student	APPT. DEPARTMENT NAME	F	1,265	1,265	0	32	PPS FULL ACCOUNTING UNIT

HOME DEPARTMENT NAME

Employee Name	EID	Stu Status	Appt Department	WS Prgm (P/F)	WS Limit	WS Fytd Gross	WS Remaining	Dist #	PPS Full Accounting Unit
LAST NAME, EE2	EMPLOYEE	Undergraduate Student	APPT. DEPARTMENT NAME	F	1,265	518.58	746.42	11	PPS FULL ACCOUNTING UNIT
LAST NAME, EE8	EMPLOYEE	Undergraduate Student	APPT. DEPARTMENT NAME	F	1,265	771.38	493.62	11	PPS FULL ACCOUNTING UNIT
LAST NAME, EE8	EMPLOYEE	Undergraduate Student	APPT. DEPARTMENT NAME	F	1,265	771.38	493.62	21	PPS FULL ACCOUNTING UNIT
LAST NAME, EE8	EMPLOYEE	Undergraduate Student	APPT. DEPARTMENT NAME	F	1,265	771.38	493.62	31	PPS FULL ACCOUNTING UNIT

HOME DEPARTMENT NAME

Employee Name	EID	Stu Status	Appt Department	WS Prgm (P/F)	WS Limit	WS Fytd Gross	WS Remaining	Dist #	PPS Full Accounting Unit
LAST NAME, EE3	EMPLOYEE	Undergraduate Student	APPT. DEPARTMENT NAME	F	1,265	370.98	894.03	0	PPS FULL ACCOUNTING UNIT
LAST NAME, EE3	EMPLOYEE	Undergraduate Student	APPT. DEPARTMENT NAME	F	1,265	370.98	894.03	21	PPS FULL ACCOUNTING UNIT
LAST NAME, EE3	EMPLOYEE	Undergraduate Student	APPT. DEPARTMENT NAME	F	1,265	370.98	894.03	31	PPS FULL ACCOUNTING UNIT
LAST NAME, EE3	EMPLOYEE	Undergraduate Student	APPT. DEPARTMENT NAME	F	1,265	370.98	894.03	32	PPS FULL ACCOUNTING UNIT

Work Study Threshold Warning by Employee Name
Threshold Amount: $200

Fictitious Data - Sample Only

Employee Name	EID	Stu Status	Home Department Name	Appointment Department	WS Prgm (P/F)	WS Limit	WS Fytd Gross	WS Remaining	Dist #	PPS Full Accounting Unit
LAST NAME, EE6	EMPLOYEE II	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	1,265	0	12	PPS FULL ACCOUNTING UNIT
LAST NAME, EE9	EMPLOYEE II	Undergraduate Student	HOME DEPARTMENT NAME	APPT. DEPARTMENT NAME	F	1,265	1,265	0	32	PPS FULL ACCOUNTING UNIT

HOME DEPARTMENT NAME

Employee Name	EID	Stu Status	WS Prgm (P/F)	Appointment Department	WS Limit	WS Fytd Gross	WS Remaining	Dist #	PPS Full Accounting Unit
LAST NAME, EE9	EMPLOYEE ID	Undergraduate Student	F	APPT. DEPARTMENT NAME	1,265	1,265	0	32	PPS FULL ACCOUNTING UNIT

HOME DEPARTMENT NAME

Employee Name	EID	Stu Status	WS Prgm (P/F)	Appointment Department	WS Limit	WS Fytd Gross	WS Remaining	Dist #	PPS Full Accounting Unit
LAST NAME, EE6	EMPLOYEE ID	Undergraduate Student	F	APPT. DEPARTMENT NAME	1,265	1,265	0	12	PPS FULL ACCOUNTING UNIT