



University of Connecticut

Employee Data Changes: Work Study Award

Overview

Department Processors and HR Processors have the ability to adjust a student employee’s work study award balance using the Work Study Award change template: **UC_TBH_DC_WS_AWRD**.

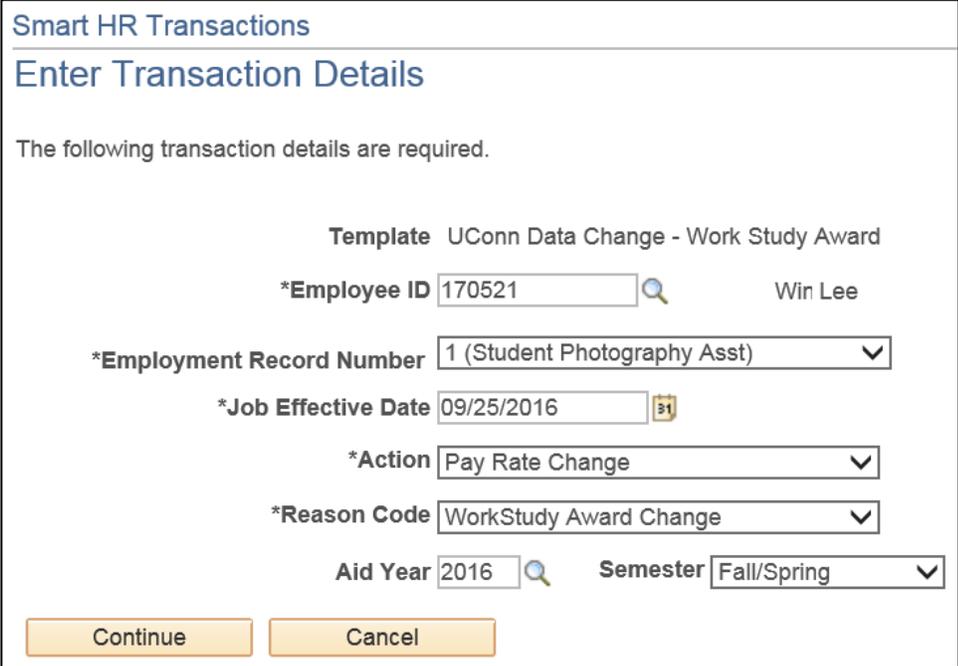
The Work Study Award change template integrates with both Student Administration and Job Data pages. All data that integrates from Student Administration is read-only and not editable.

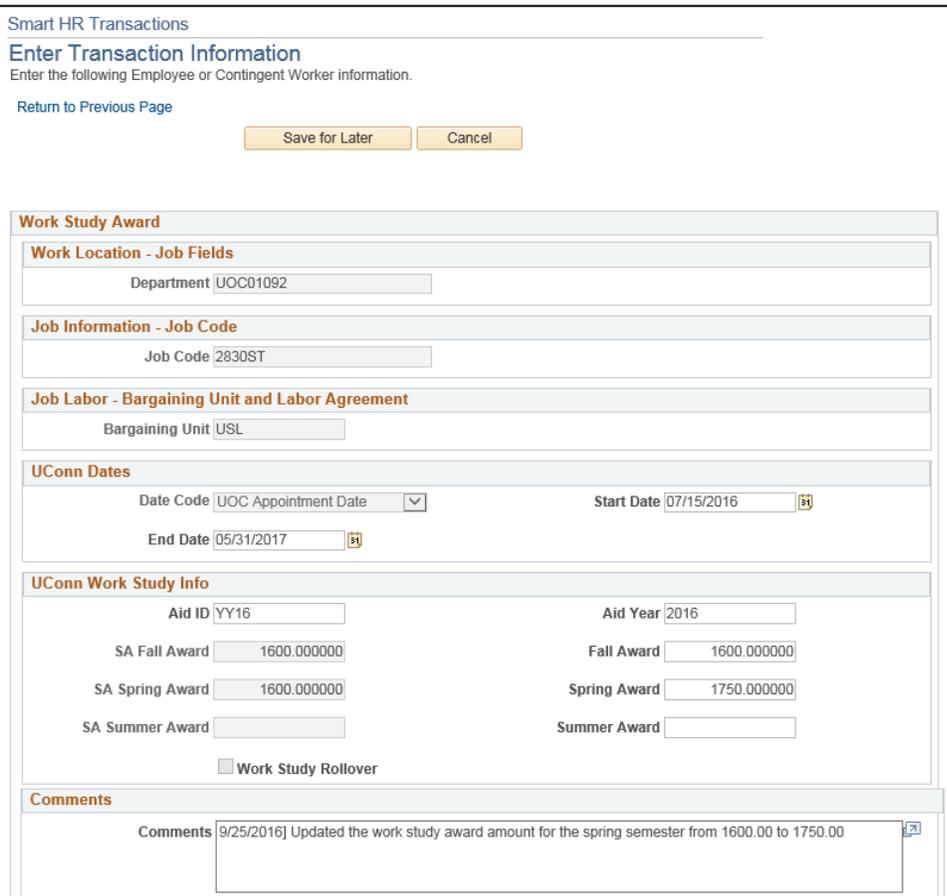
Use this job aid to adjust a work study employee’s award balance.

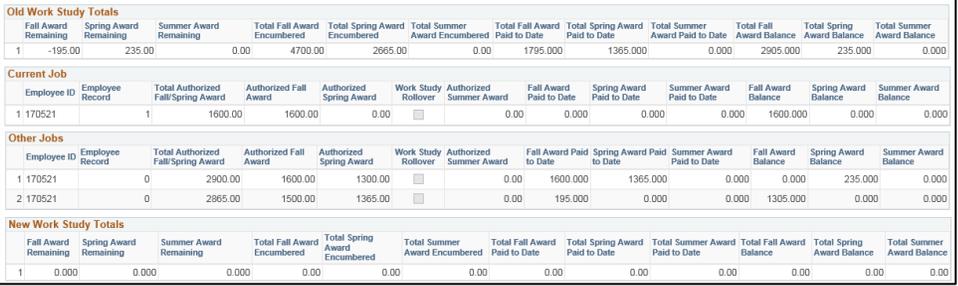
Process Step

Scenario: The work study award has been updated since it was entered into the Student Administration system. The Department Processor must submit a Work Study Award change template to update the award.

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions	
2	On the Smart HR Transactions page, select the following: <ul style="list-style-type: none">• Transaction Type: All• Select Template: UC_TBH_DC_WS_AWRD Click Create Transaction .	

Step	Action	Screenshot
3	<p>On the Enter Transaction Details page, enter the following:</p> <ul style="list-style-type: none"> • Employee ID: Enter the employee’s ID number. If unknown, use the magnifying glass to search for the employee. • Employment Record Number: If the employee has multiple jobs, ensure the correct employee record number is selected. In this example, the ERN is 1. • Job Effective Date: This will auto-populate to the current date. Update if necessary. • Action: This will auto-populate to <i>Data Change</i>. Update to <i>Pay Rate Change</i>. • Reason Code: Select a reason code. In this example, select <i>WorkStudy Award Change</i>. • Aid Year: Select the aid year. • Semester: Select the semester in which the employee is working work study. <p>Click Continue.</p>	 <p>The screenshot shows the 'Smart HR Transactions' interface with the 'Enter Transaction Details' form. The form includes the following fields and values:</p> <ul style="list-style-type: none"> Template: UConn Data Change - Work Study Award *Employee ID: 170521 (with a magnifying glass icon) Employee Name: Win Lee *Employment Record Number: 1 (Student Photography Asst) *Job Effective Date: 09/25/2016 (with a calendar icon) *Action: Pay Rate Change *Reason Code: WorkStudy Award Change Aid Year: 2016 (with a magnifying glass icon) Semester: Fall/Spring <p>At the bottom of the form are two buttons: 'Continue' and 'Cancel'.</p>

Step	Action	Screenshot
4	<p>Most of the information on the Enter Transaction Information page will auto-populate.</p> <p>Some of the fields that have auto-populated data can be updated on this template at any time. The fields that are greyed-out are ready only and cannot be edited.</p> <p>In this example, the employee's work study award for the spring semester is being updated from <i>\$1600.00</i> to <i>\$1750.00</i>.</p> <p>Under the UConn Work Study Info section, the fields named SA Fall Award, SA Spring Award and SA Summer Award feed in from the Student Administration system and cannot be updated. The fields named Fall Award, Spring Award and Summer Award feed over from the Job Data pages and can be updated. In this example, update the following field:</p> <ul style="list-style-type: none"> • Spring Award: Update to <i>\$1750.00</i>. <p>Note: An award cannot be entered for a semester if there is no award entered in Student Administration (for example, nothing was entered for SA Summer Award).</p> <p>If your department's business process requires it, enter additional information in the form of comments in the Comments section.</p>	

Step	Action	Screenshot
5	<p>At the bottom of the template, the Department Processor can view additional information about the work study employee's current and previous awards.</p>	 <p>The screenshot displays a summary table for work study awards. It is divided into four sections: 'Old Work Study Totals', 'Current Job', 'Other Jobs', and 'New Work Study Totals'. Each section contains a table with columns for various award metrics such as 'Fall Award Remaining', 'Spring Award Remaining', 'Summer Award Remaining', 'Total Fall Award Encumbered', 'Total Spring Award Encumbered', 'Total Summer Award Encumbered', 'Total Fall Award Paid to Date', 'Total Spring Award Paid to Date', 'Total Summer Award Paid to Date', 'Total Fall Award Balance', 'Total Spring Award Balance', and 'Total Summer Award Balance'. The 'Current Job' section also includes columns for 'Employee ID', 'Employee Record', 'Total Authorized Fall/Spring Award', 'Authorized Fall Award', 'Authorized Spring Award', 'Work Study Rollover', and 'Authorized Summer Award'.</p>
6	<p>When all information is entered and accurate, click Save and Calculate at the bottom of the template.</p>	 <p>The screenshot shows the bottom of the template with a link 'Return to Enter Transaction Details Page' and three buttons: 'Save for Later', 'Cancel', and 'Save and Calculate'.</p>
7	<p>At the bottom of the template, an Attachment section will open.</p> <p>If applicable, search for and attach an attachment to include with the data change.</p> <p>Click the plus sign (+) to add additional attachments.</p>	 <p>The screenshot shows the 'Attachment' section with a search bar and a table. The table has columns for '*Description', 'Attached File', 'Attach', 'Open', and 'Delete'. There is one row with a plus sign icon in the 'Attach' column and a plus sign icon in the 'Delete' column.</p>
8	<p>When all information on the template is complete, click Submit to route the data change template to the department's Smart HR Approver for approval.</p>	