

FWS Supervisors Brown Bag 2018-2019

“FWS jobs should complement and reinforce each recipient’s educational program or career goals.”



Date/Author

Inspiring every day.

Agenda



- Welcome & Introduction
- Federal Work-Study Funding
- BANNER Workflow
- Payroll and HR process and paperwork
- Important Dates and Forms
- Supervisors Responsibilities and Frequently Asked Questions



Federal Work-Study Funding
Jerome St. Croix
Director of Financial Aid and Compliance

Federal Work-Study Funding



1. How does MCC get FWS fund?
2. What are the FWS fund request limitations?
3. How do I request (apply) FWS funds?
4. How do you decide the amount of money that is given to departments/offices?
5. How do I know when a student has used all of their FWS money? Do I calculate or someone else?



BANNER Workflow
Edie Horwath
Financial Aid Specialist

1. What is a workflow?

“Banner Workflow” is the place where you enter the student aid information so they can get approval to work and be set up in the system.

2. Where is it found and how is it completed?

Under Employee Essentials

>Banner Access

>Banner Workflow

>Directions are there to open and print

To hire students, click on Banner Workflow



myMCC

myMCC

Employee Home **Employee Essentials** Faculty Essentials My Courses Starfish Professional Development Technology Help

Employee Essentials

Time Reporting

- [Submit Your Time Sheet](#)
- [Time Approval](#)

Leave Requests



Monroe Community College
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Banner Access

- [Banner Self-Service](#)
- [Banner Production \(INB\)*](#)
- [WebFOCUS](#)
- [BossCars*](#)
- [Argos Reporting](#)
- [Banner Workflow*](#)
- [Banner Production \(INB - manual login\)*](#)
- [Banner Self Service \(manual login/advisors\)](#)
- [ePrint](#)

*Requires [Firefox ESR](#)



Sign in



Home

Worklist

Workflow Status Search

Workflow Alerts

Worklist

Logoff Help

Organization	Workflow	Activity	Priority	Created
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[Show Reserved Items](#)

0 - 0 of 0 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Go to page:

User Profile

My Processes

User Information

Change Password

Search

Workflow Organization:

Workflow Specifics Name:

Activity Name:

Created:

 To

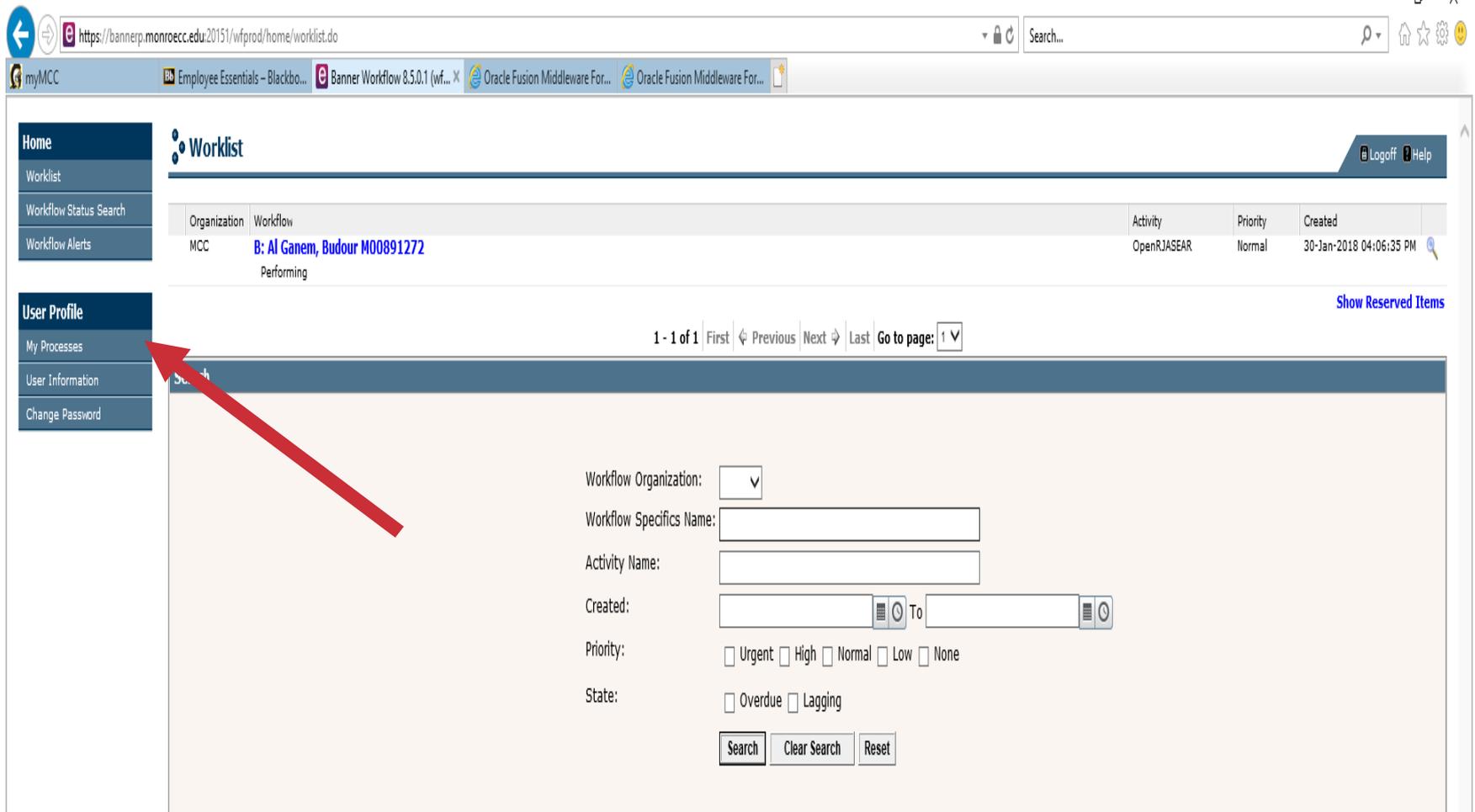
Priority:

Urgent High Normal Low None

State:

Overdue Lagging

Click on “my processes” under User Profile.



The screenshot shows the Banner Worklist application interface. The browser address bar displays <https://bannerp.monroecc.edu:20151/wfprod/home/worklist.do>. The page title is "Worklist". The left navigation menu includes "Home", "User Profile", and "My Processes". A red arrow points to the "My Processes" link. The main content area shows a table with the following data:

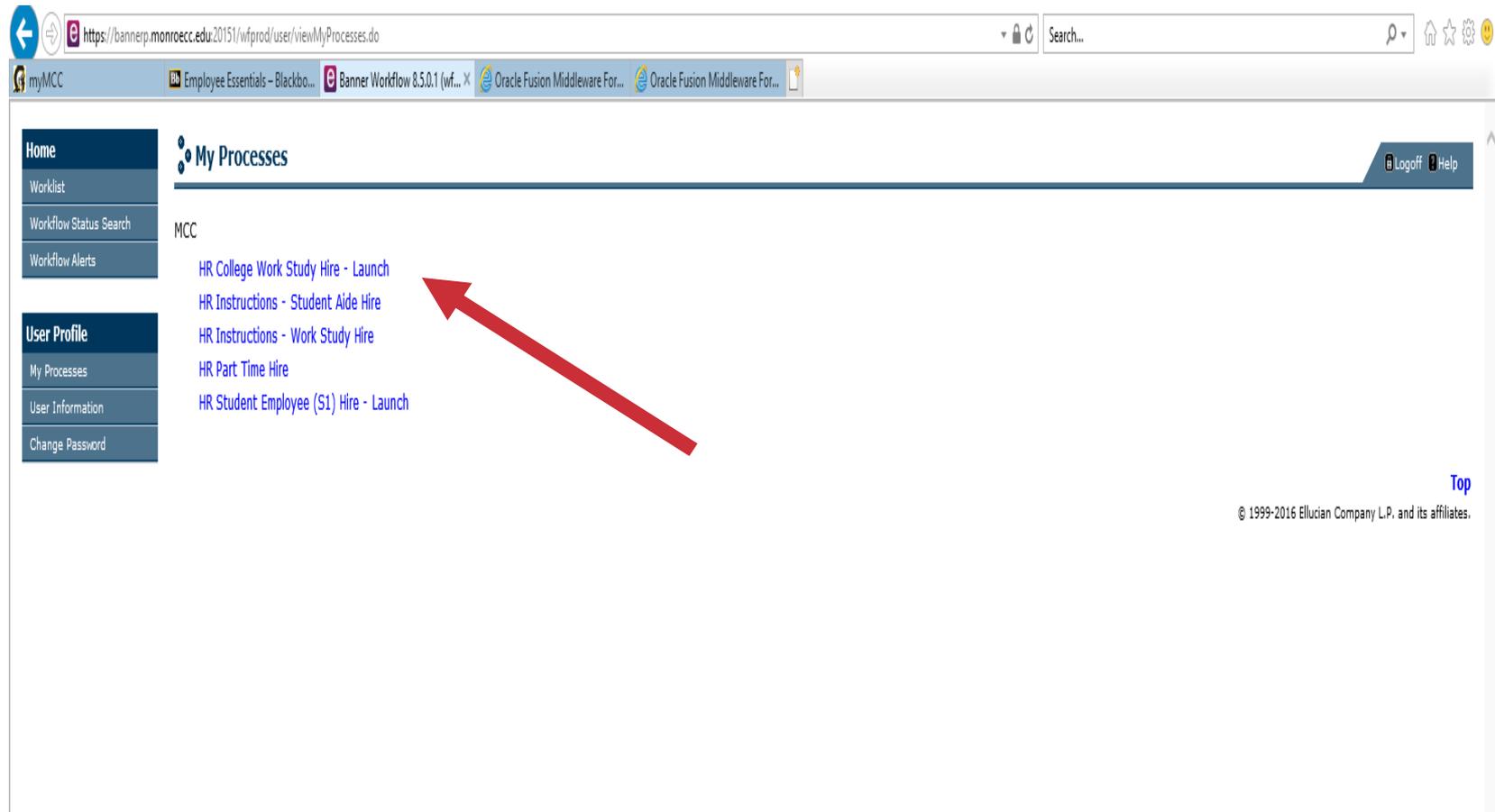
Organization	Workflow	Activity	Priority	Created
MCC	B: Al Ganem, Budour M00891272 Performing	OpenRJASEAR	Normal	30-Jan-2018 04:06:35 PM

Below the table, there is a pagination control showing "1 - 1 of 1" and a "Go to page:" dropdown menu. A "Show Reserved Items" link is also present. The "User Profile" section contains the following search filters:

- Workflow Organization:
- Workflow Specifics Name:
- Activity Name:
- Created: To
- Priority: Urgent High Normal Low None
- State: Overdue Lagging

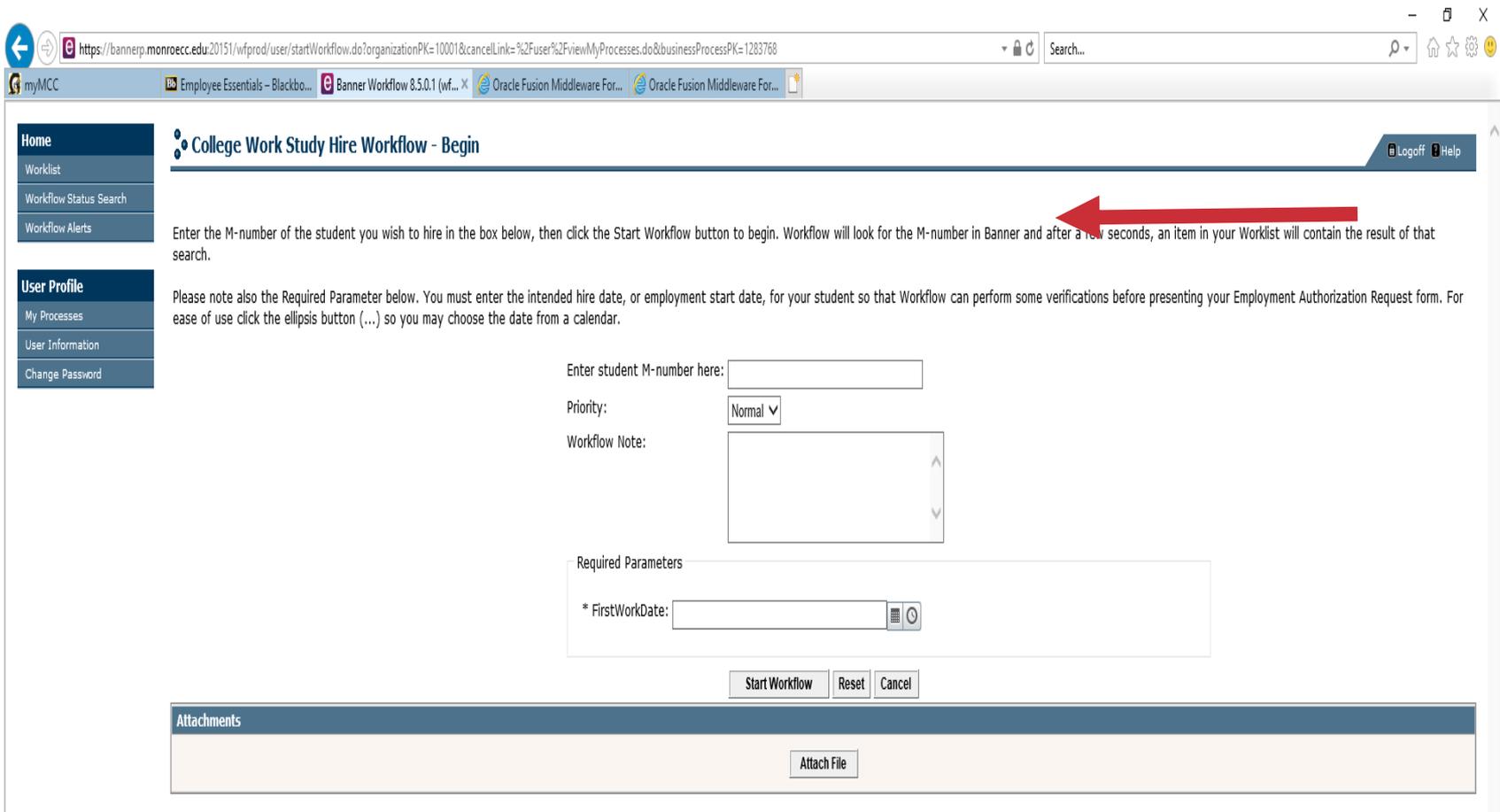
Buttons for "Search", "Clear Search", and "Reset" are located at the bottom of the search filters.

Click on “HR College Work Study Hire – Launch”



The screenshot shows a web browser window with the URL <https://bannerp.monroecc.edu:20151/wfprod/user/viewMyProcesses.do>. The browser tabs include 'myMCC', 'Employee Essentials - Blackbo...', 'Banner Workflow 8.5.0.1 (wf... X', and two 'Oracle Fusion Middleware For...' tabs. The page title is 'My Processes'. On the left, there are navigation menus for 'Home' (Worklist, Workflow Status Search, Workflow Alerts) and 'User Profile' (My Processes, User Information, Change Password). The main content area shows 'MCC' and a list of processes: 'HR College Work Study Hire - Launch', 'HR Instructions - Student Aide Hire', 'HR Instructions - Work Study Hire', 'HR Part Time Hire', and 'HR Student Employee (S1) Hire - Launch'. A red arrow points to the first item. In the top right corner, there are 'Logoff' and 'Help' links. At the bottom right, there is a 'Top' link and a copyright notice: '© 1999-2016 Ellucian Company L.P. and its affiliates.'

Enter Students Information & click “start workflow”



Home

- Worklist
- Workflow Status Search
- Workflow Alerts

College Work Study Hire Workflow - Begin Logoff Help

Enter the M-number of the student you wish to hire in the box below, then click the Start Workflow button to begin. Workflow will look for the M-number in Banner and after a few seconds, an item in your Worklist will contain the result of that search.

Please note also the Required Parameter below. You must enter the intended hire date, or employment start date, for your student so that Workflow can perform some verifications before presenting your Employment Authorization Request form. For ease of use click the ellipsis button (...) so you may choose the date from a calendar.

Enter student M-number here:

Priority:

Workflow Note:

Required Parameters

* FirstWorkDate:

Attachments



The screen will go back to the workflow start page. Supervisors will need to wait till student's M# appears in the worklist. Click on the M# once it appears and click “yes, hire this person” and then “complete”

The screenshot shows the Banner Workflow 8.5.0.1 Worklist interface. The page title is "Worklist" and it includes a navigation menu on the left with options like "Home", "User Profile", and "My Processes". The main content area displays a table of workflow items. A red arrow points to the "M#" "B: Al Ganem, Budour M00891272" in the second row of the table.

Organization	Workflow	Activity	Priority	Created
MCC	M00406623 Ready	ConfirmName	Normal	11-Apr-2018 10:14:00 AM
MCC	B: Al Ganem, Budour M00891272 Performing	OpenRJASEAR	Normal	30-Jan-2018 04:06:35 PM

1 - 2 of 2 | First | Previous | Next | Last | Go to page: 1

Search

Workflow Organization:

Workflow Specifics Name:

Activity Name:

Created: To

Priority: Urgent High Normal Low None

State: Overdue Lagging



HR Process and Paperwork

Cynthia Clark Inman

Personnel Clerk

HR Process and Paperwork



1. HR Required documentation
2. When can student start working?
3. How many hours can students work per week?
4. Are Federal Work-Study Students eligible for any benefits?



FWS Payroll
Deborah Oliver, Payroll Manager
Jenna Mastri, Payroll Technician

1. Timesheet reporting
2. Who should I notify and what paperwork do I have to submit when a Student Aide stops working?



FWS Calendar Important Dates

Ramon L. Rodriguez

Financial Aid Specialist



FWS Calendar - Important Dates

May 24- Spring 2018 last day FWS.
All students must stop working.

May 25-June 30, 2018 No FWS Available

July 1 - FWS begins Summer 2018

August 27- Fall 2018 first day FWS

December 22 -Fall 2018 last day FWS.
All students must stop working.*

January 22 - Spring 2019 first day FWS

May 25 - Spring 2019 last day FWS.
All students must stop working.



FWS Forms 2018-2019

FWS Fund Request form 2018-2019



Federal Work Study Fund Request 2018-19



Financial Aid
MONROE COMMUNITY COLLEGE

Department Name		ORG #	
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Supervisor Name		Ext.	
Supervisor Name		Ext.	
Timekeeper Name		Ext.	

Total funds being requested for Federal Work Study for 2018-19 (July 1, 2018 through May 25, 2019)	\$
Approximate number of Work Study positions planned for 2018-19	
Date you plan to begin employing work study students	

Rationale/Need for Federal Work Study Student(s) in your Department. Use additional sheet if necessary

Name of person completing this form:		Date	
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- You will be notified of your department's allocation of funds for the 2018-19 Federal Work Study award year prior to July 1, 2018.
- When you receive your allocated amount, you can begin the process of identifying eligible students.

Please complete this form and return to Ramon L. Rodriguez in the Financial Aid Office (6-207) or email rrodriguez@monroecc.edu by June 15, 2018 for full consideration.

Job Description Form



Federal Work Study Job Description		 Financial Aid <small>MONROE COMMUNITY COLLEGE</small>	
Department Name		ORG #	
Supervisor Name		Ext.	
Supervisor Name		Ext.	
Timekeeper Name		Ext.	
Work-Study Position Title		Pay Rate	\$
Purpose of this Position			
Duties/Responsibilities			
Qualifications			
<ul style="list-style-type: none"> • As required under federal regulations, supervisor name(s) will be listed in job listing made available to potential work-study students. • A job description is required for each different type of federal work-study job within each department. 			
Name of person completing this form:		Date	
<p><i>Please complete this form and return to Ramon L. Rodriguez in the Financial Aid Office (6-207) or email rrodriguez@monroecc.edu.</i></p>			

Hiring/Termination Form



Federal Work-Study Hiring/Authorization Form 2018-19



Financial Aid
MONROE COMMUNITY COLLEGE

Please complete the Student and the Department Sections and return this form to Financial Aid **by email**:

Ramon L. Rodriguez rodriguez@monroecc.edu at Brighton Campus or
Edie Horwath ehorwath@monroecc.edu at Downtown Campus.

Do not authorize your student to work until you receive a confirmation from Payroll that the hiring process has been completed.

1. Student Information

Student Name		Student ID	M00
<input type="checkbox"/> Hire <input type="checkbox"/> Increase	<input type="checkbox"/> Termination from Employment Last day student worked / /	Pay Rate	\$
		Eligible Award Amount	\$
Start Date	/ /	End Date	/ /
		Average Hours per week	

2. Department Information

Department Name		Banner Org #		<input type="checkbox"/> Brighton Campus <input type="checkbox"/> Downtown Campus
Supervisor Name		Phone /Ext		

3. Financial Aid Office Use

Effective Date	/ /	Total Authorized Award	\$	Job Title:	Federal Work-Study
FWS Coordinator		Date	/ /		

4. Human Resource Department Use:

Salary Table:		Grade		Step	
PEALEAV		S2		S29FW	
HR Approval		Date	/ /		



Supervisors Responsibilities

What are my responsibilities as a Student Aid supervisor?



3. Do not authorize your student to work until you receive a confirmation from HR/Payroll that the hiring process has been completed.

6. Supervisors must monitor the hours a FWS student works. That means that you must maintain a cumulative record of each student's earnings and remaining award. Supervisor **keep track of the hours used to ensure they are not exceeded.**

13. Know the FWS calendar dates. For instance, there is no work-study during the last day of the Spring semester through June 30th of that year.



Supervisors' Frequently Asked Questions

Supervisors FAQ's

1. Will there be some place on the web or the M drive to find all the new forms?
2. Can the FWS supervisors have access to their departments FWS reports?
3. Would it be possible to match eligible students up with jobs that have specific requirement such as, must have taken anatomy and physiology?
4. If a student leaves school, is fired or decides to not work anymore, can the difference in their funds be allocated to someone else?
5. Can I adjust FWS allocations up and down during the year?
6. What is the last day a student can work?



Contact Information

FWS Contact Information



Name	Email	Ext.	FWS Role
Jerome St Croix	jstcroix@monroecc.edu	2278	Director Financial Aid and Compliance
Ramon L. Rodriguez	rrodriguez@monroecc.edu	2560	FWS Coordinator BC
Edie Horwath	ehorwath@monroecc.edu	6130	FWS Coordinator DC
Cynthia Clark Inman	cclarkinman@monroecc.edu	2110	Work-Study HR
Deborah Oliver	doliver@monroecc.edu	2136	Payroll Coordinator
Jenna L. Mastri	jmastri1@monroecc.edu	2164	Work-Study Payroll

The End



Inspiring every day.

Headline goes here. (Headline Only)





Section Header_Yellow



Section Header_Gray



Section Header_Black