

Monitoring Work-Study Awards and Earnings in Banner

Screen	What It Is	Why It's Helpful
RPAAWRD	Student's financial aid package	<ul style="list-style-type: none"> • Verify Work-Study eligibility • Look at Award increase eligibility • Look at Work-Study award remaining
RRAAREQ	Documents required	<ul style="list-style-type: none"> • Verify missing hiring paperwork
ROAENRL	Enrollment by quarter/semester	<ul style="list-style-type: none"> • Verify required enrollment (full-time for undergraduates; half-time for graduates)
RJSEWH	Student's earnings history	<ul style="list-style-type: none"> • Verify hourly rate • Track earnings by pay period
RJRPPR	Printout of all Work-Study students in department	<ul style="list-style-type: none"> • Provides list of all your students hired • View authorized hours and Work-Study eligibility • View remaining hours and award amount for each student

RRAAREQ

Use this screen to view required documents to hire a Work-Study student.

University of Denver - iBanner: Open > RRAAREQ

File Edit Options Block Item Record Query Tools Help

Applicant Requirements RRAAREQ 8.2 (MDB)

Aid Year: 0809 ID: [REDACTED] Create Person

Applicant Requirements Perkins MPN Detail Additional Requirements

Summary

Tracking Group: DEPNDM Dependent Student Not Selected

Request Letter Additional Requirements **All Requirements Complete:** 12-SEP-2008

Lock Group Holds exist **Packaging Requirements Complete:** 25-FEB-2008

Disbursement Requirements Complete: 25-FEB-2008

Requirements

Requirement	Status	Established Date	Satisfied	SBGI	Perkins MPN	Packaging	Memo	Disbursement	Letter	Access	Fund	System
3241	admitted 3241	S 06-MAR-2008	06-MAR-2008	Y				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	7056FS	M
FAFSA	FAFSA Application	S 25-FEB-2008	25-FEB-2008	Y		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		B
WSBKG	WS Background Ch	S 12-SEP-2008	08-DEC-2008	Y	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		M
WSDD	WS Direct Deposit	S 12-SEP-2008	08-DEC-2008	Y								M
WSI9	WSI9	S 12-SEP-2008	30-MAY-2008	Y						<input checked="" type="checkbox"/>	8862FS	M
WSJD	WS job description	S 12-SEP-2008	30-MAY-2008	Y						<input checked="" type="checkbox"/>	8862FS	M
WSSE	WS Employment Fo	S 12-SEP-2008	30-MAY-2008	Y						<input checked="" type="checkbox"/>	8862FS	M
WSW4	W-4 form, workstud	S 12-SEP-2008	30-MAY-2008	Y						<input checked="" type="checkbox"/>	8862FS	M

SBGI Description: [REDACTED]

Requirement Code; press LIST for valid codes

Record: 3/8 | ... | <OSC>

Work-Study Requirements*:

WSBKG	Background Check
WSDD	Direct Deposit Form (optional)
WSI9	I-9 Form
WSJD	Job Description
WSSE	New Hire Form
WSW4	W-4

Status:

R	Required (not yet received)
S	Satisfied (received and processed)
I	Incomplete (received, but not complete)
P	Pending (received, but not processed)
W	Waived

*Please note that the documents listed in RRAAREQ are not all of the documents needed to hire a student. Please see the **Checklist for Completing and Submitting Forms** on the Student Employment Website.

ROAENRL

Use this screen to verify required enrollment for Work-Study (full-time for undergraduates; half-time for graduates).

University of Denver - iBanner: Open > ROAENRL [Q]

File Edit Options Block Item Record Query Tools Help

Financial Aid Enrollment: ROAENRL 8.0 (MDB)

Aid Year: 0809 ID: [REDACTED]

Term Code	Credit	---- Financial Aid Hours ---- Bill	Adjusted	Consortium Indicator	Activity Date	User ID	System or Manual
200870	19.000	19.000	19.000	<input type="checkbox"/>	15-SEP-2008	BFA	S
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			

Attending

Term Code	Credit	----- Current Hours ----- Bill	Adjusted	Multi Level
200910	20.000	20.000	20.000	<input checked="" type="checkbox"/>
200870	19.000	19.000	19.000	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Current Attending Schedule

Term Code; press LIST for valid codes

Record: 1/1 | ... | List of Valu... | <OSC>

Term Codes:

Code	Term
200970	Fall Quarter
200960	Fall Semester (Law)
200965	Fall Interterm
201010	Winter Quarter
201085	Winter Interterm
201030	Spring Quarter
201020	Spring Semester (Law)
201025	Spring Interterm
201050	Summer Quarter
201040	Summer Semester (Law)
201045	Summer Interterm

RJRDPFR

Use this screen to print out a report of all the students hired in your department. The report will show total Work-Study award amounts and remaining Work-Study eligibility since the last pay date.

To print out the report:

- Go to the screen in Banner
- Hit Control + Page Down
- In the Printer section, type in the printer name for your department
- Hit Control + Page Down
- In the Parameter Values section, fill in:
 - Aid Year: 0910
 - Timesheet Option: R
 - Placement Code:
- Click the arrow on Submit
- Hit F10

The report should print out.

The screenshot shows the Banner system interface for the RJRDPFR process. The window title is "University of Denver - iBanner: Open > GJAPCTL". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and actions. The main content area is divided into several sections:

- Process:** RJRDPFR (dropdown), Pay Period Report (text field)
- Parameter Set:** (dropdown)
- Printer Control:**
 - Printer:** FIN_3 (dropdown)
 - Special Print:** fp17 (text field)
 - Lines:** 55 (text field)
 - Submit Time:** (text field)
- Parameter Values:**

Number	Parameters	Values
01	Aid Year Code	0809
02	Selection ID	
03	Application Code	
04	Creator ID of Selection ID	
05	Time Sheet Option	R
06	Pay Period End Date	
07	Placement Code	FINAID

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
If used, only students with this placement code will be printed.
- Submission:**
 - Save Parameter Set as
 - Name:** (text field)
 - Description:** (text field)
 - Hold
 - Submit**

At the bottom, a status bar displays: "Submit process immediately or Hold for future submission. Press SAVE when complete. Record: 1/1 | ... | <OSC>"