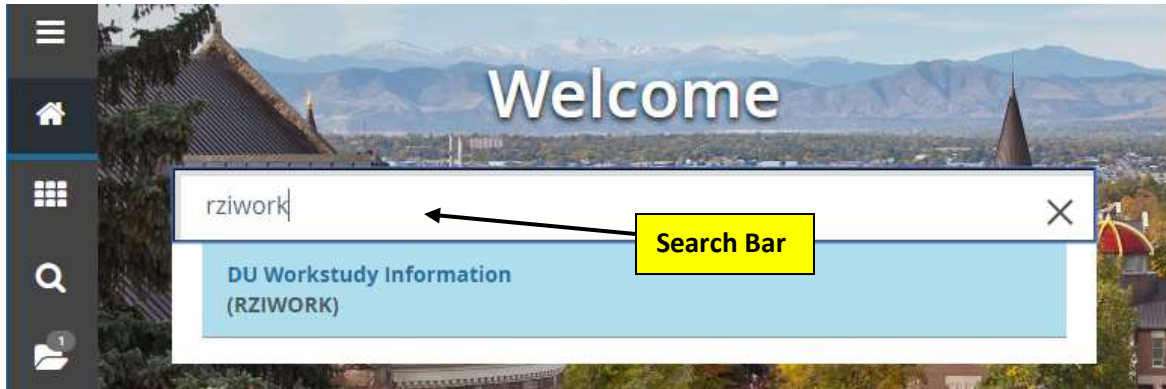


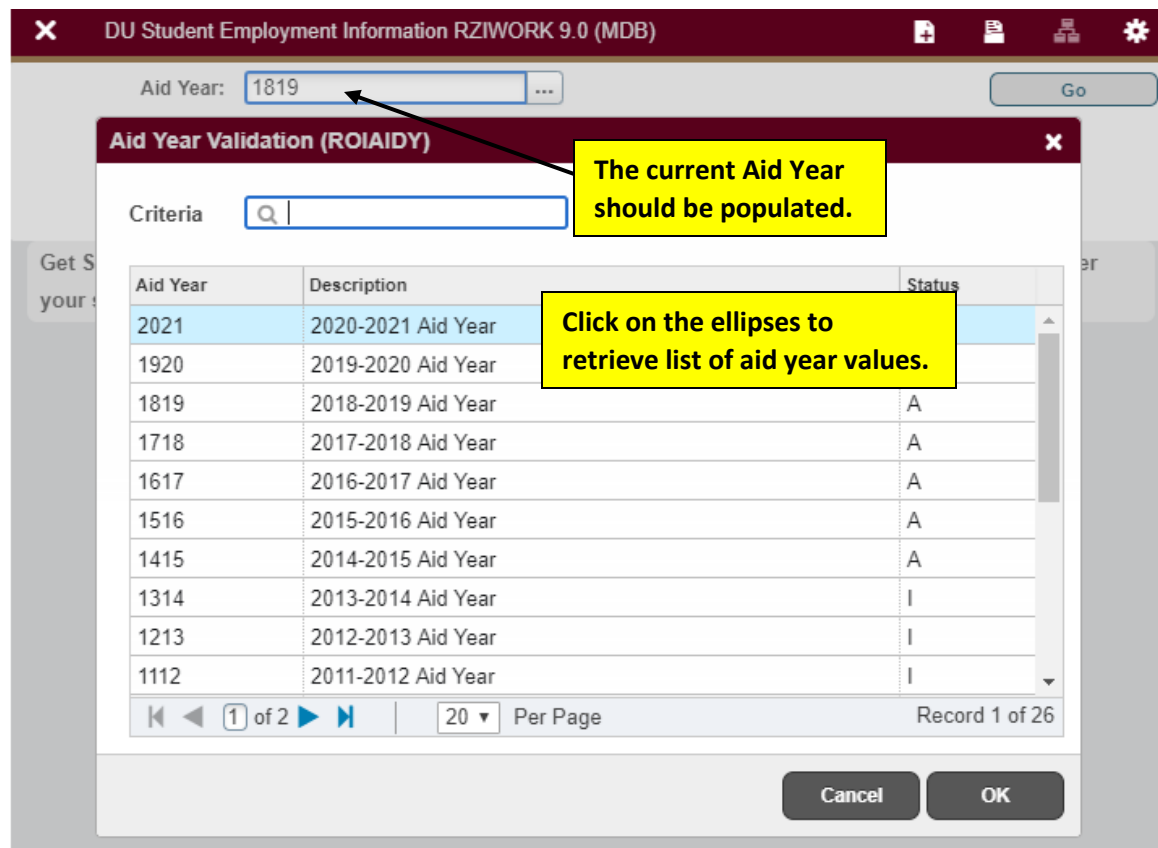
VERIFY A STUDENT HAS A WORK AWARD

You can verify that a student has been given a work award by viewing information on **RZIWORK**.

1. Enter **RZIWORK** in the search bar on the landing page of Banner and press the Tab key or Enter.



2. The Aid Year should populate with the current year (or it may populate with the next academic year). If you need to change the Aid Year, you may click the ellipses to retrieve the list of values for that field.



VERIFY A STUDENT HAS A WORK AWARD

3. Enter the person's ID number, or search for the ID number by doing a name search, and click Go.

DU Student Employment Information RZIWOR 9.0 (MDB)

Aid Year: 1920

ID:

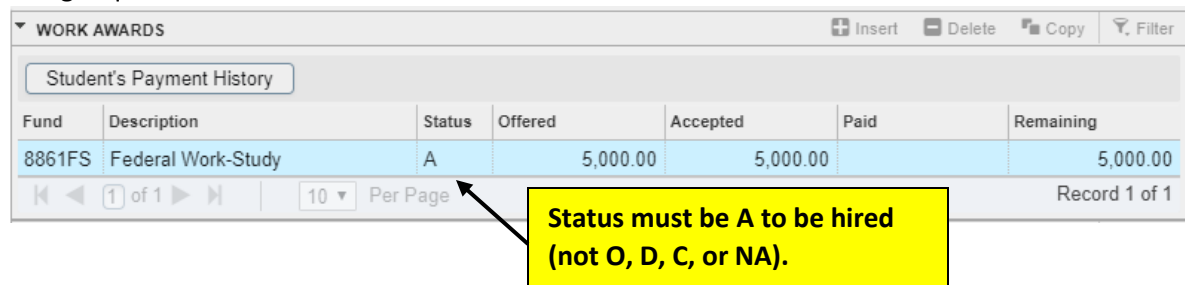
Train, Chris%

Go

Get Started: Complete the fields above and click Go. If you have a field, enter your search criteria, and then press ENTER.

Enter ID number or do a name search for the ID number.

4. If the student has a fund listed in the Work Awards section, and the status is A, you can submit a hiring request.



WORK AWARDS

Student's Payment History

Fund	Description	Status	Offered	Accepted	Paid	Remaining
8861FS	Federal Work-Study	A	5,000.00	5,000.00		5,000.00

1 of 1

10 Per Page

Record 1 of 1

Status must be A to be hired (not O, D, C, or NA).

If the fields are blank, the student has not been granted a work award.