

Banner Financial Aid Student Employment Training Workbook for Foothill-De Anza CCD

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Revision History Log

Publication Date	Summary
4/30/2008	New version that supports Banner 8 software.
11/3/2008	Revised procedure for posting student loans manually.

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Think before you print.

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Introduction



Course goal

The goal of this workbook is to provide you with the knowledge and practice to accurately handle student employment at your institution.

Intended audience

Financial Aid office administrators and staff. Supervisors and Administrative Assistants.

Prerequisites

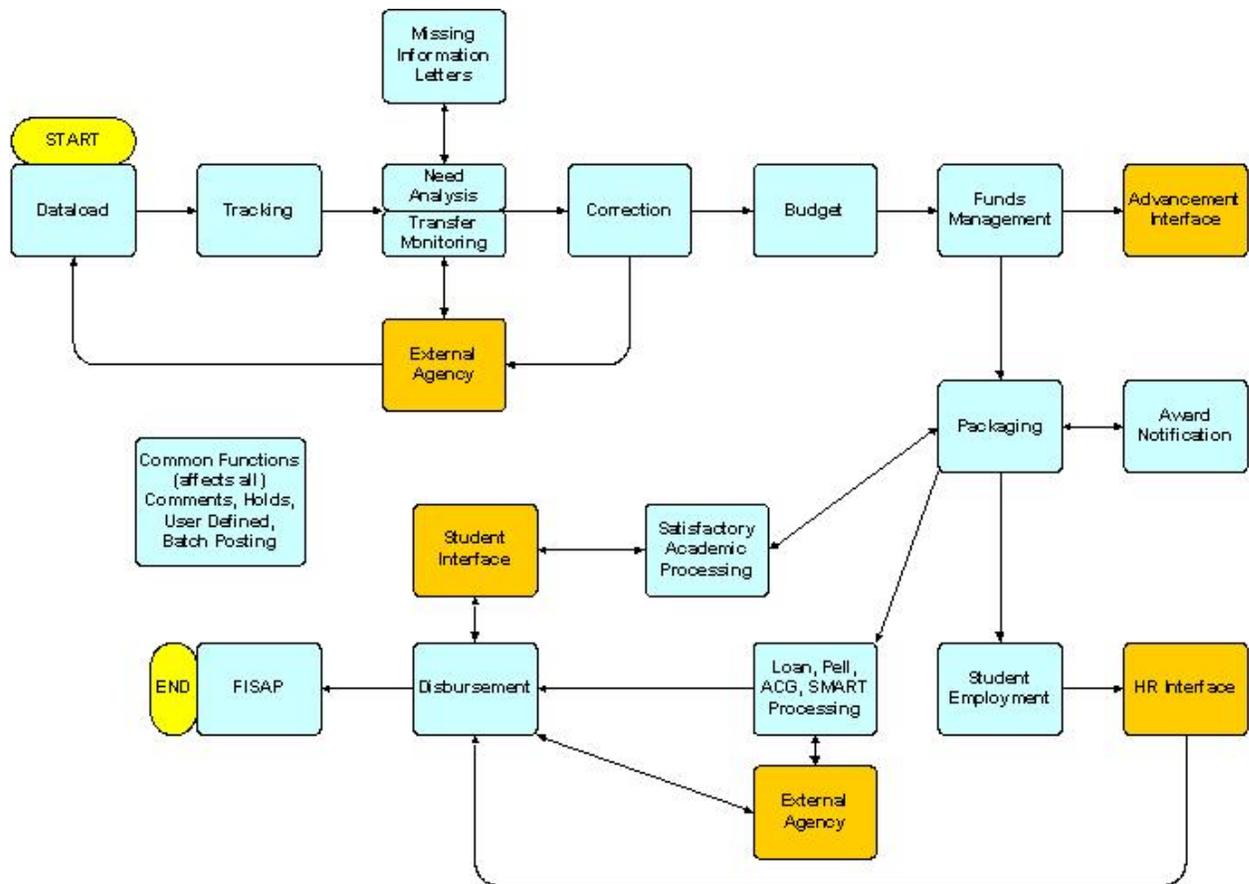
To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial "Banner 8 Fundamentals," or have equivalent experience navigating in the Banner system
- a minimum working knowledge of SQL for building rules (Financial Aid staff only)
- administrative rights to create the rules and set the validation codes in Banner (Financial Aid staff only).

Process Introduction

Flow diagram

This diagram highlights where student employment fits into the overall Financial Aid process. Student employment coincides with the packaging and budgeting processes.



What happens

The Financial Aid staff (FA) will oversee this process for the institution.

Stage	Description	Comments
The Financial Aid or Student Employment Manager...		
1	Creates status codes.	The Active Indicator shows which authorization statuses are active on RTVAUST.
2	Establishes codes to represent the origin of a student employment referral.	This is only required if the school will use the referral process for student employment. Codes established on RTVRFST.
3	Associates job titles and descriptions with pay ranges.	Set-up form RJRJOBT.
4	Identifies job skills necessary for each job.	Set-up form RJRJREQ.
5	Stores name, address, and supervisor information for each job location.	Set-up form RJAPLBD.
6	Associates an employment position with a placement code for a specific year.	Set-up form RJRPLRL.
7	Associates payroll periods from the Banner Human Resources system with an aid year.	Set-up form RJRPAYL. This form cannot be used without Banner HR.
8	Maintains default authorization start and end dates.	Set-up form RJRSEDR.

The Financial Aid Officer...		
9	Assigns an employment authorization to a student.	If the referral option has been used, the Authorizations section of RJASEAR will be filled in.
10	Makes a job referral for a student to a specific job.	RJASERF is optional and not frequently used.
11	Enters payroll data if the Banner HR system is not implemented at the school.	RJASEME is not required for schools using Banner HR unless adjustments or off-campus earnings need to be entered.
12	Reviews a student's employment hours by pay period for an aid year.	RJISEWH is useful for reviewing aid year earnings especially if the student is working more than one job.
13	Reviews related reports: displays a listing of current work authorizations based on activity data displays information for monitoring student earnings and/or the production of a departmental timesheet lists employees who have been paid but not authorized in Banner Financial Aid lists student hours worked by pay period.	Sample reports are found in the Bookshelf documentation. RJAUTH for displaying work authorizations, RJRDPPR for monitoring student earnings and/or producing departmental timesheets, RJRPAYE to list employees lacking authorization or incorrect job numbers based upon position and suffix, and RJRSEEC to list hours worked by pay period.

Financial Aid Interfaces

The Student Employment module of Financial Aid interfaces with the Human Resources module (for payroll).

Establishing Student Employment



Overview

Introduction

The purpose of this section is to explain the day-to-day or operational procedures to handle student employment at your institution.

Objectives

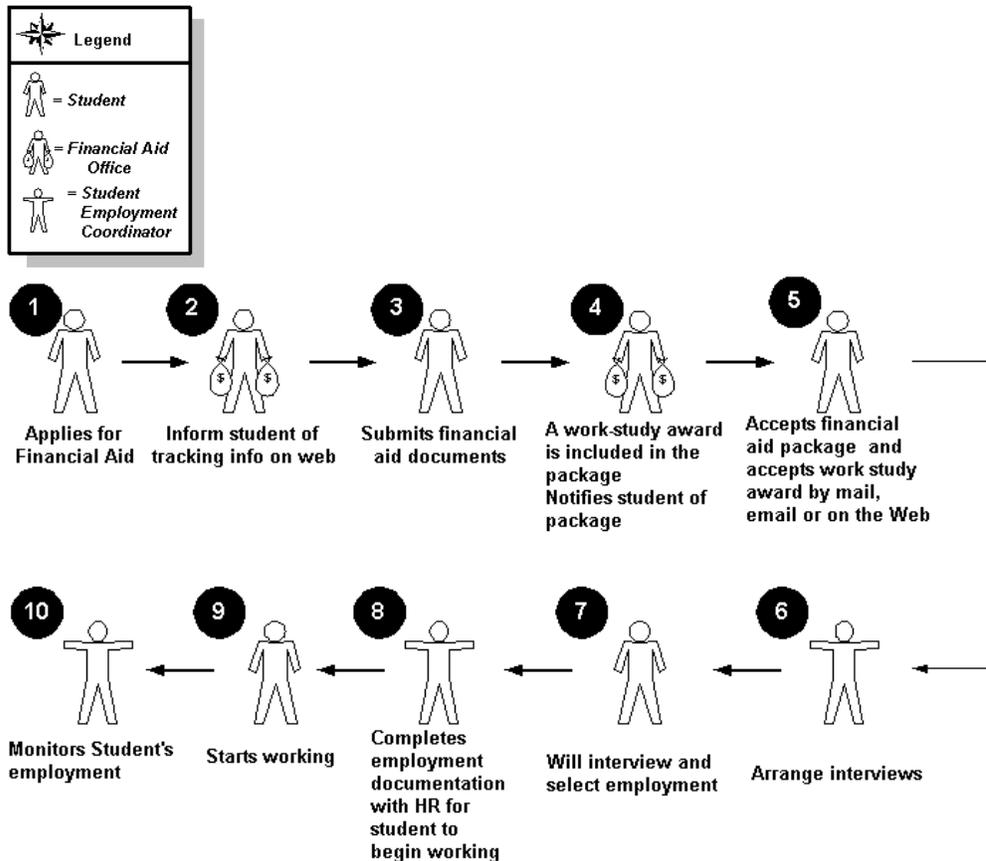
At the end of this section, you will be able to

- create student referrals
- create and modify student authorizations
- notify Human Resources of student placements
- electronically and manually load payroll information to the Banner Financial Aid module
- monitor and make adjustments to student earnings.

Process Introduction

Flow diagram

This diagram highlights the student employment process.



What happens

The stages of the process are described in this table.

St ag e	Description
1	Student applies for Financial Aid.
2	Financial Aid office informs student of the status of the items being tracked for a complete application on the Web.
3	Student submits needed financial aid documentation.
4	Financial Aid notifies the student about the financial aid package that includes the work study award.
5	Student accepts financial aid package and notifies school either by mail, e-mail, or on the Web of their acceptance of the work study award.
6	Student Employment Coordinator arranges several interviews at various placements/offices.
7	Student interviews for a student employment position, selects a place of employment, and submits payroll enrollment documents to Student Employment Coordinator.
8	Student Employment Coordinator and Human Resources will complete the necessary documentation for the student to begin work.
9	Student starts working at his/her student employment job.
10	Student Employment Coordinator monitors the student's employment performance.

Assigning an Employment Authorization to a Student

Purpose

The Student Employment Authorization Form (RJASEAR) is used to assign employment authorizations to a particular student for a specified aid year.

Banner form

Student Employment Authorization RJASEAR 8.0 (BAN8)

Aid Year: 0708 ID: [] []

Fund	Status	Offered	Accepted	Paid	Remaining
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]

Authorizations

Fund: []
Placement: []
Position: []
Suffix: []
Job Title: []
Status: []
Pay Rate: []
Authorized Hours: []
Authorized Earnings: []
Stipend Amount: []
Activity Date: []

Authorization

Start Date: []
End Date: []

Payroll

Start Date: []
End Date: []

Steps

Follow these steps to complete the process.

1. Access the Student Employment Authorization Form (RJASEAR).
2. Enter the **Aid Year** and **ID** number of your student.

Note: Student must be awarded and have accepted a student work study award.

Result: Notice that any funds the student has been awarded with the fund type of *W* will appear in the **Awards** block. The status is populated by the default information completed on the Student Employment Default Rules form (RJRSEDR).

3. Perform a **Next Block** function.

Result: This will take you to the **Authorizations** block to view the defaulted information displayed. Note that the fund, placement, position and job title have defaulted from the Student Employment Referral form (RJASERF), if used. Also note that the status, authorized start and end dates, and payroll start and end dates have defaulted from the Student Employment Default Rules form (RJRSEDR).

If the authorization is created prior to the authorized and pay start dates, the defaulted dates from RJRSEDR will populate the form. However, if the authorization is created after the authorized and pay start dates, the system will populate these fields with today's date.

The pay rate has defaulted according to the job title from the Job Title Base Data form (RJRJOBT). The authorized hours are calculated by the system by dividing the authorized earnings by the pay rate.

4. Enter any changes to the **Start** and **End Dates**, **Pay Rate**, **Authorized Hours** and **Authorized Earnings**.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Creating a Job Referral for a Student for a Specific Job

Purpose

The Student Employment Referral Form (RJASERF) is used to assign referrals to a student for a specific aid year and to allow an authorization of a referral.

Banner form

The screenshot shows a web browser window titled "Student Employment Referral RJASERF 8.0 (BAN8)". The form contains the following fields:

- Aid Year:** A dropdown menu with "0708" selected.
- ID:** A text input field.
- Referral Date:** A date picker field.
- Status:** A dropdown menu.
- Fund:** A dropdown menu.
- Accepted Amount:** A text input field.
- Placement:** A dropdown menu.
- Position:** A dropdown menu.
- Job Title:** A dropdown menu.
- Comment:** A large text area.
- Authorized:** A checkbox.
- Authorized Earnings:** A text input field.
- Total Authorized Earnings:** A text input field.

Steps

A student has been awarded federal work study and needs to be placed in a job on campus. You will want to refer the student to a job that matches the student's skills.

Once an appropriate match is found, the student will be referred to those locations (placement code). Once the student has secured a position, he/she will return the appropriate payroll enrollment documents to the Financial Aid office or Payroll office so that you may create an authorization.

Note: Student must be awarded a student work study award.

1. Access the Award Form (RPAAWRD).
2. Award a federal work study award to an eligible person on the system.

Note: The selected student should have an existing need analysis record and a budget for the selected aid year.

Note: Some schools award their own work–study funds irrespective of need, and if the fund is set up to override need this, then the above note would not apply.

3. Access the Student Employment Referral form (RJASERF).
4. Enter the **Aid Year** and **ID** number of your student.
5. Enter the date in the **Referral Date** field on which the student was or will be referred to the position.
6. Enter the **Status** code, indicating the origin of the referral. Double-click the field to review the referral status codes, if necessary.
7. Enter the work type fund code in the **Fund** field that you awarded to your student and for which you are referring them to a job.

Result: The **Accepted Amount** for this fund will come into view after the fund code has been selected if the student has accepted this award.

8. Enter the placement location in the **Placement** field to which you want to refer the student for an interview.

Note: Click the field's **Search** icon to review codes built on the Placement Base Data form (RJAPLBD).

9. Enter the position code in the **Position** field associated to the placement code.

Note: Click the field's **Search** icon to review codes built on the Placement Rules form (RJRPLRL).

10. Enter the **Job Title** for this position.

Note: Click the field's **Search** icon to review codes built on the Job Title Base Data form (RJRJOBT).

11. Enter a free-form comment in the **Comment** field pertaining to the referral.

12. Set the **Authorized** field to "Y". (Optional)

13. Enter an amount in the **Authorized Earnings** field or accept the default value for the job title used. (Optional)

Note: The authorized earnings cannot exceed the accepted award amount. Information from this form will then populate the authorization block on RJASEAR.

14. Click the **Save** icon.

15. Click the **Exit** icon.

Paperwork suggestion

Before exiting, you can perform a print screen action on RJASERF, cut and paste the screen print into a formatted document, and give the form to the student to have the hiring department complete. This Banner Form can perform the same function of much of the hire paperwork that is generated in the office.

Authorizing a Student to Work without Referring the Student to a Job

Steps

Another student has been awarded federal work study, accepted the award and has found an on-campus job. You now want to authorize the student to work in order to notify the payroll office that the student is eligible to be paid through this program.

1. Access the Student Employment Authorization Form (RJASEAR).
2. Enter the **Aid Year** and **ID** number of another student who has been awarded and has accepted a federal work study award.

Result: Notice that any funds the student has been awarded with the fund type of *W* will appear in the **Awards** block. The status is populated by the default information completed on the Student Employment Default Rules form (RJRSEDR).

3. Perform a **Next Block** function.

Result: This will take you to the **Authorizations** block. The authorization end date and the pay end dates are also populated from this rule form.

4. Enter the fund code in the **Fund** field that is displayed in the Awards block.

Note: If there are two funds with a type of 'W', enter the fund for which the student has found a job.

5. Enter the placement location in the **Placement** field where the student is authorized to work.

Note: Click the **Search** icon to review the valid placement codes for the aid year.

6. Enter a valid position code in the **Position** field associated to the placement code.

Note: Click the **Search** icon to review the list of position codes.

Note: The **Suffix** field is system-generated and cannot be accessed manually on this form. It will be populated once the authorization is saved.

7. Enter the job title in the **Job Title** field for which the student has been hired.

Note: Click the **Search** icon to review valid job title codes at your institution.

Result: After you leave this field, the default pay amount for this job title will default from the Job Title Base Data form (RJRJOB). If the student is not paid the default pay rate, click in the pay rate field and adjust the rate within the default values. The system will not allow you to assign a wage that is more or less than the amounts defined on RJRJOB.

8. Enter the amount of the student's award in the **Authorized Earnings** field that is authorized for this placement.

Result: Notice that the amount divided by the pay rate will automatically populate the **Authorized Hours** field. A student cannot be assigned an authorized amount that is more than his/her accepted amount.

9. A stipend amount defaults in the stipend field if the job title is not associated to an hourly wage rate on RJRJOB.

10. Click the **Save** icon.

11. Repeat these steps to authorize a second position for the same student in a non-fund related institutional work program. Do this by inserting a new record and leaving the fund code blank.

12. Click the **Exit** icon.

Notifying Human Resources of Student Authorizations

Purpose

When students have been placed in work study positions and the authorizations are complete, you will need to notify the Human Resources office. This process will allow the HR staff to place students in their proper positions in the Banner Human Resource module.

The Authorization Report (RJRAUTH) displays a listing of current work authorizations based on activity date. The report lists the student name, employee class, start and end pay date, position and suffix number, hourly rate of pay, authorized hours and amount, COA Code, Organization Code and their authorization status.

Banner Form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.0 (BAN8)". The form contains the following sections:

- Process:** RJRAUTH (dropdown) and Authorization Report (text input)
- Parameter Set:** (empty dropdown)
- Printer Control:** Printer: (empty dropdown), Special Print: (empty text input), Lines: 55 (text input), Submit Time: (empty text input)
- Parameter Values:** A table with two columns: Parameters and Values.

Number	Parameters	Values
01	Aid Year Code	9798
02	Selection Query ID	
03	Selection Application Code	
04	Creator ID of Selection ID	
05	Selection Date	31-DEC-1998
06	Authorization Status Code	
07	Sort Option	1
08	User ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Valid/Active Aid Year Code

- Submission:** Save Parameter Set as, Name: (empty text input), Description: (empty text input), Hold, Submit

Steps

Follow these steps to complete the process.

1. Access the Authorization Report (RJRAUTH).
2. Select a printer or enter DATABASE in the **Printer** field.
3. Use this table to enter the appropriate data for the various parameters.

Parameter	Description
01 Aid Year Code	Required. Enter the selected aid year. <u>Example:</u> 0203, 0304, etc
02 Selection Query ID	Skip. You use this parameter if you are using a population selection.
03 Selection Application Code	Skip. You use this parameter if you are using a population selection.
04 Creator ID of Selection ID	Skip. You use this parameter if you are using a population selection.
05 Selection Date	Required. Enter a selection date. The report will show only authorizations where the activity date on the authorization is greater than the parameter specified selection date. By using the selection date, you can run the report to only include authorizations made or changed since the last time the report was run.
06 Authorization Status Code	You can optionally restrict this report to only include those authorization status codes that are entered for this parameter. <u>Example:</u> If you only want to see students who are authorized to work, select only those codes from the Employment Authorization Status Validation form (RTVAUST) that mean authorized.

07 Sort Option	<p>Allows you to choose in what order you want the students to be listed on the report. The valid values are</p> <p>"LOW: 1" = Student Name, Student ID</p> <p>"HIGHp: 2" = Authorization Status Code, Student Name, Student ID</p>
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4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.

Result: This will execute the job and will generate a report of all students meeting the parameters you have selected.

7. Click the **Save** icon.
8. Click the **Exit** icon.
9. Forward this report to the Human Resources office so they may set up these students for employment.

Next step

After the Human Resource/Payroll office has run a payroll, the Financial Aid office can post the student earnings to the Banner Financial Aid module.

There are two ways to post the earnings. You can choose to post the earnings either electronically through the use of the Payroll Load Process (RJLOAD), or by manually entering the data on the Student Employment Mass Entry form (RJASEME).

Posting Student Earnings



Posting Student Earnings Electronically

Purpose

The Payroll Load Process (RJRLOAD) serves as an interface between Human Resources and Financial Aid. The process updates the student employment information within the Banner Financial Aid system with actual payroll earnings. This process also produces the Payroll Load Result Report, which lists the payroll information for each student entered into the Student Employment module as a result of this process. This process cannot be used if Banner Human Resources is not installed.

The load process automatically updates the

- Financial Aid work history records with actual earnings on the Student Employment Work History form (RJISEWH)
- fund balances with actual earnings on the Fund Budget Inquiry form (RFIBUDG)
- award paid amounts and the term paid amounts on the student award record as represent on the Award form (RPAAWRD) and the Package Maintenance form (RPAAPMT).

Banner form

Process Submission Controls GJAPCTL 7.0 (C700)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

	Parameters	Values
01	Aid Year Code	
02	Payroll ID	
03	Sort Option	1

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Valid/Active Aid Year Code

Submission

Save Parameter Set as Name: Description: Hold Submit

Processing results

The system places the correct earnings on a student's record through a matching process with the student PIDM. The position number and the suffix number on the Human Resource module is compared to the position number and the suffix number on the Student Employment module. If the values in both modules are the same, the payroll information will load.

Steps

Follow these steps to complete the process.

1. Access the Payroll Load Process (RJLOAD).
2. Select a printer or enter *DATABASE* in the **Printer** field.
3. Use this table to enter the appropriate data for the various parameters.

Parameter	Description
01 Aid Year Code	Required. Enter the aid year that you have been working with. <u>Example:</u> 0708, 0809, etc

02 Payroll ID	<p>Required. Clicking the Values Search icon displays the Payroll Load Control form (RJRPAYL). Select the payroll you wish to load. Keep in mind the only payrolls that you can load are those with a Pay Disposition of 'C' with the Process Indicator field blank.</p> <p>If the Pay Disposition field is</p> <ul style="list-style-type: none"> • populated with a 'C' and the Process Indicator field is blank, you can proceed to load this payroll. • not populated with a 'C', the payroll office has not yet completed the payroll to the point where you can load the information. <p>If the Process Indicator field is populated, you cannot load this payroll because it has already been loaded.</p>
03 Sort Option	<p>Allows you to choose in what order you want the students to be listed on the report. The valid values are</p> <p>"LOW: 1" = Pay Year, Pay ID, Pay Number, Name</p> <p>"LOW: 2" = Name, ID, Placement Code, End Pay Date.</p>

4. Move your cursor to the **Submission** block and click the **Submit** radio button.

5. Click the **Save** icon.

Result: This will execute the job and will generate a report.

6. Click the **Exit** icon.

Steps

Follow these steps to complete the process.

1. Access the Student Employment Mass Entry Form (RJASEME).
2. Enter the valid **Aid Year** and **Term** for which the student earnings will be posted.
3. Enter the **Period End Date**, which is the last day of the pay period.

Note: If you do not know this date, you can review the Payroll Load Control form (RJRPAYL) or request the information from the Payroll office.

4. Perform a **Next Block** function to begin entering payroll information for your selection criteria.

Result: The **ID** and **Authorization** fields will be populated with the ID and authorization status of the student that is highlighted. The **Active Indicator** shows you if the authorized status is considered to be active or inactive as listed on the Employment Authorization Status Validation form (RTVAUST).

5. Enter either the number of hours worked or the gross wages earned for the payroll period.

Note: The other amount will calculate automatically.

6. Click on the **Save** icon.
7. Click on the **Exit** icon.

Monitoring Student Earnings



Adjusting Student Earnings

Purpose

Often, student earnings must be adjusted due to a mistake in either the student reporting of their time or an error in the payroll process. You can make adjustments to the student's earnings through the Student Employment Mass Entry Form (RJASEME).

Banner form

Name	Placement Code	Position	Position Suffix	Pay Rate	Hours	Gross Amount	Adjusted Amount	Active
								<input checked="" type="checkbox"/>
								<input type="checkbox"/>
								<input type="checkbox"/>

Steps

Follow these steps to complete the process.

1. Access the Student Employment Mass Entry Form (RJASEME).
2. Enter the **Aid Year**, **Term**, and **Period End Date** in which the correction to the student earnings will be made.

Note: If you are unsure of the pay period ending date, you can access the student's Student Employment Work History form (RJISEWH) for a listing of the specified student earnings and the corresponding pay period end date.

3. Enter the **Placement Code** of the student

Note: If you do not know the placement, this field can be left blank and all students in all placements will be listed or you can access the the student's Student Employment Work History form (RJISEWH) for a listing of the specified student earnings and the corresponding placement code.

4. Perform a **Next Block** function.
5. Locate the desired student entry and enter a positive or negative amount in the **Adjusted Amount** field.
6. Click on the **Save** icon.

Result: The amount entered will be applied to the **Gross** field, which will then be divided by the **Pay Rate** value to compute a new **Hours** value.

7. Click on the **Exit** icon.

Result: Making adjustments to this form will update the same fields that the initial entry of the payroll updated.

Reviewing Student Earnings History

Banner reports

Earnings history can be viewed or monitored via many forms and reports within the Financial Aid module. Here is a sampling of the most common forms you can use.

Use this form...	To review...
Student Employment Work History (RJISEWH)	Employment history for a specific student.
Award (RPAAWRD)	Total paid for an academic year for a specific student.
Package Maintenance (RPAAPMT)	Total paid per term for an academic year for a specific student.
Student Employment Authorization (RJASEAR)	Total paid for an academic year for a specific student.
Fund Budget Inquiry (RFIBUDG)	Annual and term specific paid data for a specific or a series of funds.
Pay Period Report (RJRPPR)	Information for the monitoring of student earnings by placement.
Payroll Exception Report (RJPAYE)	A listing of those work study employees who have been paid, but not authorized within the Financial Aid Student Employment module.
Earnings Control Report (RJRSEEC)	A listing of hours worked by pay period.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

You change the defaulted employment start and end employment dates for an individual student on

- a. the Student Employment Authorization Form (RJASEAR).
- b. the Student Employment Referral Form (RJASERF).
- c. the Student Employment Default Rules Form (RJRSEDR).
- d. the Student Employment Mass Entry Form (RJASEME).
- e. the Student Employment Work History Inquiry Form (RJISEWH).

Question 2

You search for valid placement codes from the Student Employment Authorization form (RJASEAR) by

- a. double clicking in the Placement field to review the valid placement codes for the aid year.
- b. clicking the SEARCH icon next to the Placement field to review the valid placement codes for the aid year.
- c. entering a query by using the F8 function key on your PC in the placement field to review the valid placement codes for the aid year.
- d. inserting a record in the Placement field to review the valid placement codes for the aid year.
- e. entering a Previous Block Function in the Placement field to review the valid placement codes for the aid year.

Question 3

The two methods an institution may use to post student earnings are

- a. to post the earnings either electronically through the use of the Payroll Load Process (RJRLOAD), or by manually entering the data on the Student Employment Mass Entry form (RJASEME).
- b. to post the earnings either electronically through the use of the Earnings Control Report (RJRSEEC), or by manually entering the data on the Student Employment Authorization form (RJASEAR).
- c. only ones that Human Resources post the earnings either electronically through the use of the Human Resources Payroll Process (PHRLOAD), or by manually entering the data on the Human Resources Student Employment Mass Entry Form (PHSEME).
- d. to post the earnings either electronically through the use of the Student Employment Departmental Pay Period Report (RJRDPFR), or by manually entering the data on the Student Employment Authorization form (RJASEAR).
- e. to post the earnings either electronically through the use of the Student Employment Authorization Report (RJRAUTH), or by manually entering the data on the Student Employment Mass Entry form (RJASEME).

Question 4

The purpose of entering a selection date for parameter #5 of the Authorization Report (RJRAUTH) process is

- a. to show only authorizations where the activity date on the authorization is greater than the parameter specified selection date.
- b. to show the date that the authorization was created for the student to give to the hiring department.
- c. to select all students who are authorized to work.
- d. to show only authorizations where the activity date on the authorization is the same selection date.
- e. to show all students who have been terminated from work.

Question 5

You alter the Hours value on RJASEME by

- a. making the necessary changes on the Student Employment Authorization form (RJASEAR).
- b. having Human Resources make the adjustments to the hours and the user will rerun the Payroll Load Process (RJRLOAD).
- c. entering the adjusted amount.
- d. making the necessary changes on the Student Employment Referral form (RJASERF).
- e. by running the Authorization Report (RJRAUTH).

Answer Key for Self Check

Question 1

You change the defaulted employment start and end employment dates for an individual student on

- a. **the Student Employment Authorization Form (RJASEAR).**
- b. the Student Employment Referral Form (RJASERF).
- c. the Student Employment Default Rules Form (RJRSEDR).
- d. the Student Employment Mass Entry Form (RJASEME).
- e. the Student Employment Work History Inquiry (RJISEWH).

Question 2

You search for valid placement codes from the Student Employment Authorization Form (RJASEAR) by

- a. **double clicking in the Placement field to review the valid placement codes for the aid year.**
- b. clicking the SEARCH icon next to the Placement field to review the valid placement codes for the aid year.
- c. entering a query by using the F8 function key on your PC in the placement field to review the valid placement codes for the aid year.
- d. inserting a record in the Placement field to review the valid placement codes for the aid year.
- e. entering a Previous Block Function in the Placement field to review the valid placement codes for the aid year.

Question 3

The two methods an institution may use to post student earnings are

- a. **to post the earnings either electronically through the use of the Payroll Load Process (RJRLOAD), or by manually entering the data on the Student Employment Mass Entry Form (RJASEME).**
- b. to post the earnings either electronically through the use of the Earnings Control Report (RJRSEEC), or by manually entering the data on the Student Employment Authorization Form (RJASEAR).
- c. only ones that Human Resources post the earnings either electronically through the use of the Human Resources Payroll Process (PHRLOAD), or by manually entering the data on the Human Resources Student Employment Mass Entry Form (PHSEME).
- d. to post the earnings either electronically through the use of the Student Employment Departmental Pay Period Report (RJRDPPE), or by manually entering the data on the Student Employment Authorization Form (RJASEAR).
- e. to post the earnings either electronically through the use of the Student Employment Authorization Report (RJRAUTH), or by manually entering the data on the Student Employment Mass Entry Form (RJASEME).

Question 4

The purpose of entering a selection date for parameter #5 of the Authorization Report (RJRAUTH) process is

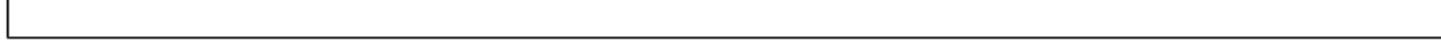
- a. **to show only authorizations where the activity date on the authorization is greater than the parameter specified selection date.**
- b. to show the date that the authorization was created for the student to give to the hiring department.
- c. to select all students who are authorized to work.
- d. to show only authorizations where the activity date on the authorization
- e. is the same selection date.
- f. to show all students who have been terminated from work.

Question 5

You alter the Hours value on RJASEME by

- a. making the necessary changes on the Student Employment Authorization Form (RJASEAR).
- b. having Human Resources make the adjustments to the hours and the user will rerun the Payroll Load Process (RJRLOAD).
- c. entering the adjusted amount.
- d. making the necessary changes on the Student Employment Referral Form (RJASERF).**
- e. by running the Authorization Report (RJRAUTH).

Appendix



Forms Job Aid

Form	Full Name	Use this Form to...
RTVAUST	Employment Authorization Status Validation	Create and maintain status codes that identify the status of a work authorization.
RTVRFST	Referral Status Validation	Create and maintain codes that define the origins of a student employment referral.
RJRJOB	Job Title Base Data	Associate job titles and descriptions with a range of valid pay rates.
RJRREQ	Job Title Requirements	Store information that you can use to identify the job skills/levels that are required for the job title codes created with the RJRJOB form.
RJAPLBD	Placement Base Data	Store location name, address, and supervisor information for all locations that employ students.
RJRPLRL	Placement Rules	Associate an employment position with a placement code for a specified aid year.
RJRPAYL	Payroll Load Control	Associate predefined payroll periods from the Banner Human Resources system with a specified aid year.
RJRSEDR	Student Employment Rules	Maintain default authorization start/end dates, start/end pay dates, and an authorization status code for a specified aid year.
RJASEAR	Student Employment Authorization	Assign employment authorizations to a particular student for a specified aid year.
RJASERF	Student Employment Referral	Assign referrals to a student for a specific aid year and to allow an authorization of a referral.

Form	Full Name	Use this Form to...
RJRAUTH	Authorization Report	Display a listing of current work authorizations based on activity date.
RJRLOAD	Payroll Load Process	Interface between Human Resources and Financial Aid.
RJASEME	Student Employment Mass Entry	Post student earnings manually.