

eReports for Work-Study

Overview

The eReports for Work-Study provide the employer with a status report of the student Work-Study earnings. This report is provided so the employer knows the student's earnings amount and dollar amount left.

Log into E-Reports: <http://www.ereports.osu.edu/>

Enter your OSU user name and password

If you do not have access, email the FWS office and request access.

Navigation: [Student Information System – Financial Aid – Federal Work-Study – OFA100FWS Work Study Status](#)

The screenshot shows a web application interface for generating a Work Study Status report. On the left is a 'Main Menu' sidebar with options for 'Main Menu', 'Selection Menu', and 'Work Study Report'. The main content area is titled 'OSU-FA - Work Study Status' and includes a sub-header 'OFA110FWS'. Below the title is an 'AID YEAR' input field. A section titled 'Select From the Following Options' contains two main panels. The first panel, 'Option 1', is titled 'VP/COLLEGE or COLLEGE_1 Level' and has two radio buttons: 'VP/College' (selected) and 'College_1 Level'. Below these is a list box containing 'ALUMNI_ASSOCIATION', 'ARTS_HUMANITIES', 'ATHLETICS_VP', 'BUSINESS', 'BUSINESS_FINANCE', and 'COMMUNICATIONS'. The second panel, 'Option 2', is titled 'DEPARTMENT(Dxxxx) or ORGANIZATION' and has a text box for input, with a note '(Separate multiple items by a comma)'. Below this is another radio button section with 'Department Level (Dxxxx)' and 'Organization' options. At the bottom right are 'Clear Form' and 'Run Report' buttons. A note at the bottom left says '(Hold down the [CTRL] button to select multiple items or de-select an item)'.

Aid Year is the Financial Aid Award Year Calendar (Summer term to Spring Term)

Department or Organization – if you have multiple numbers you would like to have in your report, separate the numbers by a comma

eReports for Work-Study

The Work-Study Status Reports allow you to:

Display

Provides you the Org number, OSU ID, Last Name, First Name, Career, Total Paid (by this org number) FWS Award Amount, Dollar Amount Left to Earn), any Warning Messages, and displays your User Define Values.

Print

Allows you to print the display to your printer

Export

Allows you to save the report in an Excel file to your computer or network

Pivot

Allows you to open up a pivot table of the data and sort and organize your student data

OSU-HR - Work Study Status OFA110FWS

WORK STUDY REPORT

Display

Print

Export

Pivot

Notes:
** This report contains page breaks at each chartfield combination
Use the left "Arrow" icon in the upper left corner to navigate back to the Main Menu.

eReports for Work-Study

The Ohio State University
Federal Work-Study Status Report

Aid Year 2012
As of 11/23/11

Org	OSUID	Last Name	First Name	Career	Total Paid	FWS Award	Dollar Amount Left to Earn	Message	User Defined
12345	987654321	Student	Christopher	Undergraduate	\$422.73	\$2,000.00	\$768.48		
12345	123456789	Learner	James	Undergraduate	\$553.50	\$2,000.00	\$1,446.50		
12345	087000000	Pupil	Chukwuma	Undergraduate	\$1,914.78	\$2,000.00	\$85.22	Warning: less than \$500	

As of Date – The last time SFA synced with HR data

Helpful information

- If your student is working for more than one employer, only the earnings for your department will display under total paid. However, their Dollar Amount Left to Earn includes the other employer’s earnings.
- If your student has multiple User Defines for an employer, the student will display with multiple User Defines, however the values will be the same.
- The message column provides you with a warning of students that are getting close to earning their allowed amount.