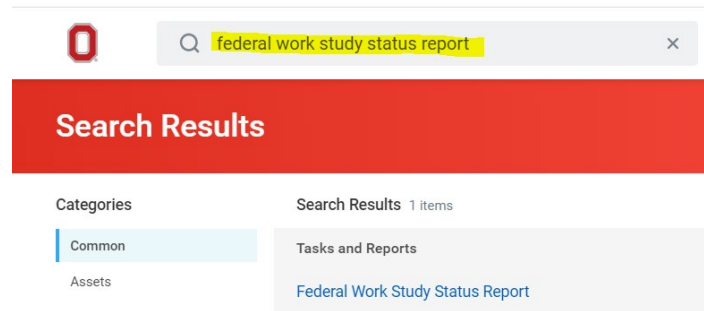


Federal Work Study Status Report Instructions

Overview: The **Federal Work Study Status Report** in Workday provides departments with a report of their student employees' work-study (FWS) earnings. The report includes the student's offer and earned amounts, and dollar amount remaining for the academic year. Please note, FWS award data is FERPA protected and should be handled with care. Details on running and interpreting the report, security role access, and troubleshooting tips are included in this job aid.

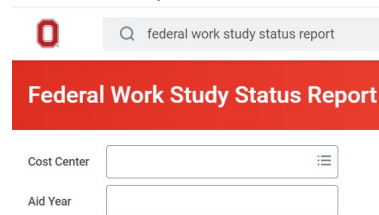
Quick Start to find FWS balances in Workday:

- Using the **Search** feature at the top of the page in Workday, enter **Federal Work Study Status Report**



The screenshot shows the Workday search interface. At the top, there is a search bar with the text "federal work study status report" entered. Below the search bar, a red banner displays "Search Results". Underneath, there are two columns: "Categories" on the left and "Search Results 1 items" on the right. The "Categories" column lists "Common", "Assets", and "Banking". The "Search Results" column lists "Tasks and Reports" with a sub-item "Federal Work Study Status Report".

- Opening that page, you will see the option of entering **Cost Center** and **Aid Year**.
 - Cost Center:** Leaving this field blank will bear results for any/all Sup Orgs or students you are permitted to see.
 - Aid Year:** This refers to the academic year in which the hours were worked and processed by payroll. For example, if you wanted data for the academic year 2020-2021, you would use "2021" for this report. If you wanted data for the academic year 2021-2022, you would use "2022".



The screenshot shows the "Federal Work Study Status Report" form. At the top, there is a search bar with the text "federal work study status report". Below the search bar, a red banner displays "Federal Work Study Status Report". Underneath, there are two input fields: "Cost Center" and "Aid Year".



The screenshot shows two buttons: "OK" and "Cancel".

- Run your report using the OK button at the bottom of the screen. You may download your report into an Excel spreadsheet.

Access

FWS student, award and earnings data is FERPA restricted. Only those with the **Workday Manager, Manager Liaison** (both initiator and approver), and **Fiscal** support with the **Work Study Reporting security role** will have access to run the **Federal Work Study Status Report**. The report can be located in Workday by using the **Search** feature at the top of the page.

For Managers and Manager Liaisons the report will display results for the FWS student employees that they manage directly. Results for Fiscal support staff will vary depending on unit need, which is evaluated when access to the Work Study Reporting security role is granted.

Managers and Manager Liaisons already have this access built into their security roles, however not all Fiscal support staff do. These staff members may request access by submitting a [Service Now form](#) to the Access Management team. Please include the supervisory organization(s) you are required to monitor FWS balances for in your request.

If you are not a Manager, Manager Liaison, or Fiscal staff member, you will need to obtain this data from those holding these roles within your unit.

What is on the report

The Federal Work Study Status Report in Workday will display award and balance amounts that are valid on the day the report was downloaded and will include the pay period cycle end date.

For best results run this report the Wednesday prior to the [check date](#) for the pay period; running it prior to that may result in inconsistent/inaccurate balances associated with the pay period cycle.

Depending on when you are reviewing FWS remaining balances, that data may be one pay period or more behind. For this reason, it is wise to subtract an estimation of one additional paycheck from the balance to avoid running out of funds sooner than expected (aka cap test error).

You can set this report to automatically run each week, with results waiting for you in your Workday inbox. Job aids for running reports can be found here: <https://admin.resources.osu.edu/reporting-and-data-tools/workday-reporting>

Report field idiosyncrasies

There are several idiosyncrasies with this report worth noting. The first is that if you have a student who has not been working but has an active hire record, the payroll end date will display for the current pay period (as opposed to the last time the student was paid), and the balance will remain the same each pay period until the student is paid again. This is not an error, but just a helpful tip when reading your report.

The second relates to multiple positions. If the student is holding multiple positions, the cost center reflected on the report may not always match your cost center – it may be reflecting the cost center for another position. There is a second column listing all active positions the student is holding, and this should help illuminate who all may be drawing on the funds. While a little confusing, please know that the balance information is correct for all employing departments who are using the funds and should not be misconstrued as an issue with your student's hire record, cost center data, or a pay error.

You may notice students are missing from your report. This can happen if the student is holding multiple positions, and yours is not the first hire record on file. Ensuring you are leaving the Cost Center field blank when running your report will help you catch those with multiple hire records open.

Access troubleshooting

I enter the right report name into the search field, but nothing comes up at all, or I can see the title of the report, but get an error message when clicking the link to open it.

This means you do not have the security role to run this report.

Start by checking your security profile associated with your support role; this is in your Workday profile. For those who believe they should have Manager/Liaison roles but you don't see this in your security profile, you will need to discuss this with your supervisor.

Fiscal staff who do not see the Work Study Reporting security role listed in their profile may request access by submitting a [Service Now form](#) to the Access Management team. Please include the supervisory organization(s) you are required to monitor FWS balances for in your request.

I can pull up the report, but there is no data on it, or there are students/sup orgs/cost centers missing.

For Managers/Liaisons, this means you do not have any work-study students working directly for you, the students you thought work for you have someone else listed as their manager in Workday, or some of your students may be holding multiple positions and yours is not the first. If there are particular students you think should be on the report, start by running the report with no Cost Center listed. If student(s) are still missing, you may need to research in Workday who is listed as their supervisor to troubleshoot this issue; this is not something we in financial aid can resolve, you may need to work with Human Resources.

It's also possible that your student employee is not a FWS student. In that case, you may reach out to sfa-jobs@osu.edu to research that issue.

For fiscal staff, you may have been authorized to see data only at a certain sup org/cost center level. Fiscal staff may request a review for additional access by submitting a [Service Now form](#) to the Access Management team. Please include the supervisory organization(s) you are required to monitor FWS balances for in your request.

Note, if you are fiscal staff member with Manager/Liaison access, but do not have the Work Study Reporting security role, you will only be able to see balances for those FWS students working directly for you – not the total sup orgs you may be tasked with monitoring. If you don't have any FWS student employees working directly for you and only have Manager access, this could result in a report with no data. You will need the Work Study Reporting security role added to obtain the data you need to support your whole unit.

If I don't have access and am not a Manager/Liaison or Fiscal staff member, will Student Financial Aid run this report for me each week?

The expectation is that you would obtain this information within your own unit, either from a Manager/Liaison or appropriate Fiscal staff.