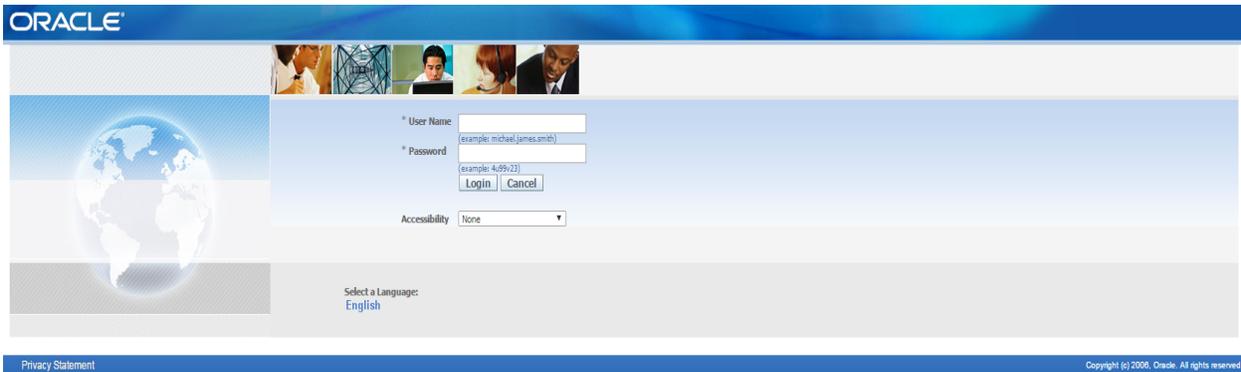


# Community Service Learning – How to View Work Study Monitoring Report

**Step 1:** Navigate to ebiz.uni.edu and log in with your UNI credentials



**Step 2:** On the left hand tool bar, select Supervisor Self-Service and then click on Work Study Monitoring Report and then click “Go” to run the report.



See the report example below:

UNI ID	FULL NAME	FUND	-- AMOUNT AWARDED --			TOTAL AWARDED	CURR WAGE	ACTUAL PAID	PENDING	UNEARNED AMOUNT	REMAINING HRS TO WORK
			FALL	SPRING	SUMMER						
123456	Doe, Jane	Federal	1000.00	1000.00	0.00	2000.00	7.45	0.00	1702.33	297.68	39.96
432165	Doe, John J	Federal	0.00	1000.00	0.00	1000.00	7.25	0.00	377.00	623.00	85.93
123789	Doe, Jill M	Federal	1000.00	1000.00	0.00	2000.00	7.35	0.00	2069.76	-69.76	-9.43

**Key:**

- Actual paid:** Amount of work award the student has been paid as of the most recent payroll.
- Pending:** Amount of work award found on timecard that has yet to be paid by the student
- Unearned Amount and Remaining Hours to work:** Calculated to include both actual paid and pending hours
- (RED):** Students in RED have exceeded the maximum of their work study award.
- (YELLOW):** Students in YELLOW are nearing their work study allotment (within \$300). Please monitor their hours extremely close to not allow them to exceed their work study award.