Community Service Learning – How to View Work Study Monitoring Report

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

![Image of ebiz.uni.edu login page](image1)

**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.

![Image of Supervisor Self Service tool bar](image2)

See the report example below:

<table>
<thead>
<tr>
<th>UNI ID</th>
<th>Full Name</th>
<th>Fund</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>-- Award Awarded --</th>
<th>Total Cols</th>
<th>Actual Paid</th>
<th>Pending</th>
<th>Unearned Amount and Remaining Hours to Work</th>
<th>Remaining</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>Doe, Jane</td>
<td>Federal</td>
<td>1000.00</td>
<td>1000.00</td>
<td>0.00</td>
<td>1000.00</td>
<td>7.45</td>
<td>0.00</td>
<td>1712.33</td>
<td>297.68</td>
<td>19.96</td>
<td></td>
</tr>
<tr>
<td>432165</td>
<td>Doe, John J</td>
<td>Federal</td>
<td>0.00</td>
<td>1000.00</td>
<td>0.00</td>
<td>1000.00</td>
<td>7.25</td>
<td>0.00</td>
<td>317.00</td>
<td>623.00</td>
<td>85.93</td>
<td></td>
</tr>
<tr>
<td>123789</td>
<td>Doe, Jill M</td>
<td>Federal</td>
<td>1000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>1000.00</td>
<td>7.35</td>
<td>0.00</td>
<td>2099.76</td>
<td>-69.76</td>
<td>-9.49</td>
<td></td>
</tr>
</tbody>
</table>

**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.