

A Guide To New Website Features

Pratt Student Employment Supervisor Tips

The Pratt logo consists of the word "Pratt" in a bold, white, sans-serif font, centered within a solid yellow rectangular background.

Pratt

Job Control Panel

Accessible under JobX drop-down

Home Employees JobX TimesheetX Reporting Access & Audit Help

JobX Home (Job Control Panel) **Please select an employer from the employer dropdown list presented in the filters to the left.** Search Title, Description, Contact or Job ID Search

Your Selections: [Reset](#)

Job Filters Applied:
Employer: All Available
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

Show Jobs From All My Employe

Job Status: -

Listed Jobs (2)
 Pending Approval (0)
 Review Mode (1)
 Storage Mode (1)

Job Type: +

Job Actions:

Delete Export Print Email Supervisors

-- Select Action Below -- Apply Action

Select/Deselect All Show 25 results per page 1 to 4 of 4 << < > >>

LISTED – Jobs Currently Listed with Applicant Data (if applicable)

1955-Hill Valley Office

Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 5737	Lab Assistant	Emmett Brown	On-Campus Jobs	1 (1 New)	06/15/16	
<input type="checkbox"/> 5755	Website Developer	Emmett Brown	On-Campus Jobs	0 (0 New)	06/15/16	

REVIEW – Jobs NOT Currently Listed with Applicant Data (if applicable)

1955-Hill Valley Office


Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/> 5738	Research Assistant	Emmett Brown	On-Campus Jobs	0 (0 New)	06/15/16	

It all begins with the Job Control Panel







- List your job on the website so students can apply
- Edit your job
- Manage the application for the job
- Add a new job
- Move jobs from storage mode to review mode and vice versa
- And of course hire a student!

Edit, Manage, and hire

- The action icons are all you need to
 - Edit your job
 - Manage the application
 - Hire a student

 LISTED – Jobs Currently Listed with Applicant Data (if applicable)

1955-Hill Valley Office

	Ref #	Title	Contact	Job Type	App #	Listed	Actions
<input type="checkbox"/>	5737	Lab Assistant	Emmett Brown	On-Campus Jobs	1 (1 New)	06/15/16	  
<input type="checkbox"/>	5755	Website Developer	Emmett Brown	On-Campus Jobs	0 (0 New)	06/15/16	  



- Hover over icon to see what each one does

Edit a job

- Now when editing a job or adding a new job you select the rate from the drop-down menu

Select a Category:
Media

Select a Job Title:
Photographer

Base pay rate: Choose one...
Choose one...
Level 2 - 11.00
Level 2 - 11.50
Level 2 - 12.00
Level 2 - 12.50

Source

Job Description
Please be as detailed as possible.

- Keep your jobs up-to-date by selecting the current time frame

Time Frame for this Job
Funding Source(s)
Every job must have one primary contact person (the r...
Contact Person <?>

Fiscal Year 2016-2017 (07/01/2016 - 06/30/2017)
Choose one...
Summer II 2016 (07/01/2016 - 08/21/2016)
Fiscal Year 2016-2017 (07/01/2016 - 06/30/2017)
Summer I 2016 (05/14/2016 - 06/30/2016)
Academic Year 2016-2017 (08/22/2016 - 05/12/2017)
Fiscal Year 2015-2016 (07/01/2015 - 06/30/2016)
Academic Year 2015-2016 (08/24/2015 - 05/13/2016)
Spring 2016 (01/19/2016 - 05/13/2016)

Work Study On-Campus Jobs - Stipends

secondary contact people.

- Select the correct funding sources to help students find your job

Funding Source(s)
Check the appropriate box(es)

On Campus Student Employment On Campus Work Study On-Campus Jobs - Stipends

Add a job

- Click "Add a new job"

Your Selections: [Reset](#)

Job Filters Applied:
Employer: 1955-Hill Valley Office
Job Status: Show All

Job Filters

My Jobs: +

Employer Name: -

1955-Hill Valley Office

Show Jobs From All My Employers

1955-Hill Valley Office

1985-Flux Capacitor

Listed Jobs (2)

Pending Approval (0)

Review Mode (1)

Storage Mode (1)

Job Type: +

- Majority of the time you will select On-Campus Job

Home Employees JobX TimesheetX Reporting Access & Audit Help

Add a new job for 1955-Hill Valley Office

Your Selections: [Reset](#)

Job Filters Applied:
Employer: 1955-Hill Valley Office
Job Status: Show All

Job Filters

My Jobs: +

Job Actions:

Delete Export Print Email Supervisors

Select/Deselect All Show 25 results per page

- If you don't see **Add a new job for** at the top this means you hire under multiple departments. Make sure you select one from the employer name drop-down.

You are adding a brand new job to the web site. 

>> **Step 1: Supply Job Profile** >> Step 2: Review Job Application >> Step 3: Go Live


Please Choose a Job Type

Choose one... [Go to next step](#)

Choose one...

On-Campus Jobs

Summer On-Campus Jobs

You are adding a brand new job to the web site. 

>> **Step 1: Supply Job Profile** >> Step 2: Review Job Application >> Step 3: Go Live

- Fill in all required fields including secondary supervisor then click submit

Select a Category:
Media

Select a Job Title:
Photographer

Base pay rate: Level 2 - 11.00

Job Description
Please be as detailed as possible.

Number of Available Openings:

Hours per Week: 10.0 to Same

Time Frame for this Job: Choose one...

Funding Source(s)
Check the appropriate box(es)
 On Campus Student Employment On Campus Work Study On-Campus Jobs - Stipends

Every job must have one primary contact person (the next question). It may also have any number of secondary contact people.

Select a Primary Contact Person: Choose one...

The Data below will prefill from the Primary contact's user profile. You must clear the field if you do not want it displayed with the posting.

Phone Number:

Fax Number:

Email:

Location:

Secondary Contact People [<?>](#)









Available: Clara Clayton, Emmett Brown
Add >>>
<<< Remove

Selected:

Campus Job Location: Choose one...

Department Location:

- To use the default application that includes a resume upload click “Save Application”

First name	<input type="text"/>	*	
Middle name	<input type="text"/>		
Last name	<input type="text"/>	*	
Email <i>Please use your institutional email address (if you have one)</i>	<input type="text"/>	*	
	<input type="text"/>	* (re-enter to confirm)	
Student ID	<input type="text"/>	*	
What is your class standing?	<input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate		
Are you registered for at least 6 credits for the current semester?	<input type="text" value="Please select"/>	*	
Resume	<input type="button" value="Browse..."/>	No file selected.	

- 1. Select “Right Now” to list the job live on the website so students can send in applications or choose “Sometime Later” to put in review mode.
- 2. JobMail will help students find your job on the website
- 3. List the job for as long as you want
- Click to finish and you have created a new job

1955-Hill Valley Office - Photographer

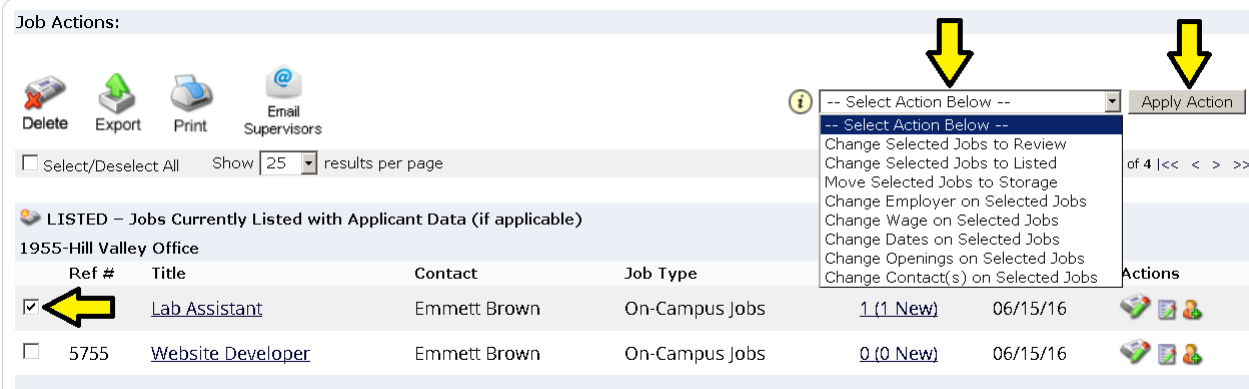
Please choose an option

1. When do you want to list the job on the web site?
2. Do you want JobMail to be sent when the job is listed?
3. For how many days do you want the job to be listed on the site?

When all the above information looks correct...

Move a job

- Click the box to the left of your job
- Then select the action from the drop-down box
- Then click apply action
 - To move job from 'listed to review' 'or 'review to storage' etc.









The screenshot shows a web interface for managing jobs. At the top, there are icons for Delete, Export, Print, and Email Supervisors. Below these is a search and filter section with a 'Select/Deselect All' checkbox and a 'Show 25 results per page' dropdown. The main content is a table titled 'LISTED - Jobs Currently Listed with Applicant Data (if applicable)' for the '1955-Hill Valley Office'. The table has columns for 'Ref #', 'Title', 'Contact', 'Job Type', and 'Actions'. The first row is selected, and a yellow arrow points to the checkbox. A dropdown menu is open over the 'Actions' column, showing options like 'Change Selected Jobs to Review', 'Move Selected Jobs to Storage', etc. Another yellow arrow points to the 'Apply Action' button.

Ref #	Title	Contact	Job Type	Actions
<input checked="" type="checkbox"/>	Lab Assistant	Emmett Brown	On-Campus Jobs	1 (1 New) 06/15/16
<input type="checkbox"/>	5755 Website Developer	Emmett Brown	On-Campus Jobs	0 (0 New) 06/15/16

- Listed – jobs that are listed on the website for student to apply
- Review – jobs that are not listed but you may still hire a student
- Storage – you can not hire a student for this job

Hire a student

- Either click under App # to view student applications or click the hire icon to go directly to hiring a student

LISTED – Jobs Currently Listed with Applicant Data (if applicable)								
1955-Hill Valley Office								
Ref #	Title	Contact	Job Type	App #	Listed	Actions		
<input type="checkbox"/>	5737	Lab Assistant	Emmett Brown	On-Campus Jobs	1 (1 New)	06/15/16	  	
<input type="checkbox"/>	5755	Website Developer	Emmett Brown	On-Campus Jobs	0 (0 New)	06/15/16	  	

- To view their application and download their resume click on the students name

Select/Deselect All Show results per page to 10 of 10 |<< < > >>|

<u>Name</u>	<u>Email Address</u>	<u>App Date</u>	<u>New</u>	<u>Flag</u>	<u>Emailed?</u>	<u>Resume</u>	<u>Delete</u>	<u>Hire</u>
<input type="checkbox"/> Diana D'Ambrose	ddambros@pratt.edu	7/21/2016	New!				Delete	Hire

- When you're ready to hire select their name from the list or hire a "walk-in" candidate by entering in their first and last name OR employee ID #

Fill the job: "Lab Assistant"

There are 3 openings for this position. Please choose an on-line applicant or type in the name of student to hire.

There are 2 pending hires for this job.

Student	Cancel Request
Amber Lee Jones	Cancel Request
Marty McFly	Cancel Request

Hire an on-line applicant	Hire a candidate who did not apply on-line								
<input type="radio"/> Hire a "walk-in" candidate. Type in candidate's info to the right. <input checked="" type="radio"/> Marty McFly	<table style="width: 100%;"> <tr> <td style="width: 25%;">First Name</td> <td style="width: 10%;">M.I.</td> <td style="width: 40%;">Last Name</td> <td style="width: 25%;">Employee ID</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	First Name	M.I.	Last Name	Employee ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	M.I.	Last Name	Employee ID						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						

- For best results use the student ID only

- The student must be registered for at least 6 credits. If you see the green check mark you can continue with the hire. If not STOP and contact the student to discuss their registration status.

Fill Job Step 2: Verify Applicants

Student Validation Results	
✓ Eligible List?	Validation Passed

The applicant you have chosen has been verified by the system. You are ready to proceed to the next step. Please review the information below to make sure it is correct.

Student Info			
First Name	Middle Name	Last Name	E-mail Address
Marty		McFly	mmcfly85@pratt.edu

Continue to next step

Cancel

- Enter the correct hours per week and the exact start and end date of the hire
- The end date cannot exceed past the end of the current fiscal year (i.e. 6/30/17)
- YOU MUST click “Continue to Time Sheet” in order to proceed to the last step of the hiring process

Step 3: Fill Out Hire Record Info

Job Title: Lab Assistant

First Name	Marty
Middle Name	
Last Name	McFly
E-mail Address	mmcfly85@pratt.edu
Wage	10.00
Hours Per Week	<input type="text" value="10.0"/>
Please review the start and end dates and be sure they are the correct dates for the employment period for this student.	
Employment Start Date	<input type="text" value="08-22-2016"/>
Employment End Date	<input type="text" value="05-12-2017"/>
Notes	<input type="text"/>
<input type="button" value="Continue to Time Sheet"/>	Create a JobX hire request and set up a time sheet.

- You must select a primary and secondary supervisor
 - If you do not see anyone in the secondary supervisor list please contact us
- Review the information of the hire

Create Time Sheet with Hire Request

Add a Hire Instance										
Student	Marty McFly									
Job	Lab Assistant									
Primary Supervisor	Emmett Brown									
Secondary Supervisors	<table border="1"> <thead> <tr> <th>Available</th> <th></th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td>Emmett Brown</td> <td>Add >>></td> <td>Clara Clayton</td> </tr> <tr> <td></td> <td><<< Remove</td> <td></td> </tr> </tbody> </table>	Available		Selected	Emmett Brown	Add >>>	Clara Clayton		<<< Remove	
Available		Selected								
Emmett Brown	Add >>>	Clara Clayton								
	<<< Remove									
Wage	10.00									
Hours per Week	10.00									
Start Date	08-22-2016									
End Date	05-12-2017									
<input type="button" value="Create Hire"/> <input type="button" value="Cancel"/>										

- Click “Create Hire”. You will then see the Hire Confirmation Page

Hire Confirmation

You have successfully submitted a hiring request and created a timesheet for Marty McFly

Timesheet Control Panel

Accessible under the TimesheetX drop-down

The screenshot displays the Pratt system interface. At the top left is the Pratt logo. On the right, it says "Welcome, Emmett Brown | Logout". A navigation bar contains icons for Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, and Help. The "TimesheetX" menu is open, showing a list of options: "TimesheetX Employer Home (To Do Items)", "Manage TimesheetX Jobs", "Timesheet Control Panel" (highlighted with a yellow arrow), "Manage Budget Details", "Budget Dashboard", and "Search Student Awards and Class Schedules". Below the navigation bar, the "My Control Panel" section is visible, including a "Cost Center" dropdown menu set to "1955-Hill Valley Office". A table below shows a job entry for "Photographer" with a "manage Job" link and a "View Hires" link.

Timesheet Control Panel is your best friend!

- You can view your students hire info, such as
 - Hire start and end date
 - Wage
 - Status, active or closed?
 - And some extra details
- Edit their expected hours working per week
- Update primary and secondary supervisors
- View your students time sheets

To view a students hire info

- Select your cost center (department) from the drop-down box
- Click “View Hires” across from the appropriate job title to see all students under this job
- You can now see their hire info
- Hover over “Details” under Extras to see even more

Pratt

Welcome, Emmett Brown | [Logout](#)



My Control Panel

Welcome, Emmett Brown

Cost Center

1955-Hill Valley Office
1955-Hill Valley Office
1985-Flux Capacitor



Jobs for which I am the primary supervisor

Photographer

[Manage Job](#)

[View Hires](#)



Student Name	Extras	Current Time sheet	All Time sheets	Orig. Award Amt	Award Balance	Hire Dates	Wage	Status
Marty McFly	Details	Create time sheet	All time sheets	N/A	N/A	1/25/2016 - 6/30/2016	12.00	Active

Edit expected hours and supervisors

- Click on students name to reach this screen
- From here you can edit their expected hours
- You can also adjust the primary and secondary supervisors
- Click submit when finished updating or cancel to go back to the control panel

Edit this Hire Instance

Status : Active













Wage	12.00
Expected Hours Per Week	<input type="text" value="10.00"/>
Hire Start Date	01-25-2016
Hire End Date	06-30-2016
Pay Schedule	Pratt Bi-Weekly Pay Schedule
Primary Supervisor	<input type="text" value="Emmett Brown"/>

Secondary Supervisors

Available		Selected
<input type="text" value="Emmett Brown"/>	<input type="button" value="Add >>>"/>	<input type="text" value="Clara Clayton"/>
	<input type="button" value="<<< Remove"/>	

To view a students time sheets

- Click on “All time sheets” to get to this screen
- From here you can view all their time sheets and their status.
- If you click “go to time sheet” you can drill down to find details on any particular time sheet.

Time Sheets for Job: <i>Photographer</i>					
Status	Pay Period	Start Date	End Date	Actual Earnings	Time Sheet
	06/17/16 to 06/30/16 (26)	Friday, June 17, 2016	Thursday, June 30, 2016		Start time sheet
	06/03/16 to 06/16/16 (25)	Friday, June 03, 2016	Thursday, June 16, 2016		Past Deadline / Never Started
	05/20/16 to 06/02/16 (24)	Friday, May 20, 2016	Thursday, June 02, 2016		Go to time sheet
	05/06/16 to 05/19/16 (23)	Friday, May 06, 2016	Thursday, May 19, 2016		Go to time sheet
	04/22/16 to 05/05/16 (22)	Friday, April 22, 2016	Thursday, May 05, 2016		Go to time sheet
	04/08/16 to 04/21/16 (21)	Friday, April 08, 2016	Thursday, April 21, 2016		Go to time sheet
	03/25/16 to 04/07/16 (20)	Friday, March 25, 2016	Thursday, April 07, 2016		Go to time sheet
	03/11/16 to 03/24/16 (19)	Friday, March 11, 2016	Thursday, March 24, 2016		Past Deadline / Never Started
	02/26/16 to 03/10/16 (18)	Friday, February 26, 2016	Thursday, March 10, 2016		Past Deadline / Never Started
	02/12/16 to 02/25/16 (17)	Friday, February 12, 2016	Thursday, February 25, 2016		Past Deadline / Never Started
	01/29/16 to 02/11/16 (16)	Friday, January 29, 2016	Thursday, February 11, 2016		Past Deadline / Never Started
	01/15/16 to 01/28/15 (15)	Friday, January 15, 2016	Thursday, January 28, 2016		Past Deadline / Never Started

Time sheet info

- On this screen you can
 - View their hours and break period entered
 - View pay period info pertaining to this time sheet
- If you click on the “Notes” tab you can view or add a note
- You can also print the time sheet if necessary

Manage Time Sheet

Student Marty McFly
Job Title Photographer
Status Returned to Supervisor
Pay Period 05/20/16 to 06/02/16 (24)
Deadline *June 6, 2016 12:00 PM*

 [Print Time Sheet](#)

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Thursday, June 02	8:00 AM	4:00 PM	30 mins	7 hrs 30 mins	Edit	Delete
» Add New Entry						
Total:				7 hrs 30 mins		
Approve		Reject		Lock		



[Pay Period Info](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#) 

05/20/16 to 06/02/16 (24)
Start - Friday, May 20, 2016
End - Thursday, June 2, 2016
Student Deadline - Thursday, June 2, 2016 (11:59PM)
Supervisor Deadline - Monday, June 6, 2016 (12:00PM)
Pay Date - Friday, June 17, 2016

Open a students time sheet

- Go to Timesheet Employer Home (To Do Items)

The screenshot displays the 'TimesheetX Employer Home (To Do Items)' interface. At the top, there is a navigation bar with tabs for 'Employees', 'JobX', 'TimesheetX', 'Reporting', 'Access & Audit', and 'Help'. Below the navigation bar, the user is greeted with 'Welcome, Emmett Brown' and the page title 'To Do Items'. A dropdown menu is open under the 'TimesheetX' tab, listing several options: 'TimesheetX Employer Home (To Do Items)', 'Manage TimesheetX Jobs', 'Timesheet Control Panel', 'Manage Budget Details', 'Budget Dashboard', and 'Search Student Awards and Class Schedules'. Below the dropdown, there is a 'Cost center' field set to 'All Cost Cent' and two radio buttons: 'Only show time sheets' (selected) and 'Show all time sheets rec'. Further down, there are two filter sections: 'Filter by timesheet status' with checkboxes for 'Returned To Supervisor (1)', 'Incomplete By Supervisor (0)', 'Delinquent Timesheets (7)', 'Resubmitted By Employee (0)', and 'Pending Approval (0)'; and 'Filter by employee' with 'First Name' and 'Last Name' input fields and a 'Filter by employee' button. At the bottom, there is a toolbar with icons for 'Export Summary', 'Export Details', 'Print Timesheets', 'Approve Timesheets', 'Reject Timesheets', 'Dismiss Timesheets', 'Take Possession', and 'Email Students'. Below the toolbar, there is a 'Select All / De-Select All' checkbox and a 'Show 25 results per page' dropdown menu.

Time sheet To Do Items

- Under Delinquent Timesheet Status click on magnify glass icon

Timesheet Status: Delinquent

01/15/16 to 01/28/15 (15)

Name	Job	Hours	Break Mins	Employee Deadline	Last Modified
<input type="checkbox"/> Marty McFly	Photographer			1/28/2016 11:59 PM	Never Started



01/29/16 to 02/11/16 (16)

- On the next screen click "Take Possession"

If you would like to take possession of this time sheet:

Take Possession

If you want to take possession of this time sheet away from Marty, you can do so here.

Once you have taken the time sheet Marty will no longer be able to interact with it. It will be your responsibility to complete it.

Add a note as you take possession?

I have taken possession of this time sheet.

Check if you would like the above message to be sent as an e-mail to the student.

Take Possession



Manage Time Sheet

- Click "Add New Entry"

Manage Time Sheet


Student Marty McFly

Job Title Photographer

Status Incomplete


Pay Period 01/29/16 to 02/11/16 (16)

Deadline *February 12, 2016 12:00 PM*

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
There are no entries to display.						
» Click to dismiss time sheet if no hours will be worked for this pay period.						
» Add New Entry 						

- Then click "Add" to enter a 15 minute place holder in their time sheet

Time Sheet Entries				
Date	Start	End	Break	Hours
There are no entries to display.				
» Click to dismiss time sheet if no hours will be worked for this pay period.				
<input type="text" value="Friday, January 29, 2016"/>	<input type="text" value="8:00AM"/>	<input type="text" value="8:15AM"/>	<input type="text" value="No Break"/>	<input type="button" value="Add"/> <input type="button" value="Cancel"/>



Manage Time Sheet

- "Reject"

Time Sheet Entries						
Date	Start	End	Break	Hours	Edit	Delete
Friday, January 29	8:00 AM	8:15 AM	--	15 mins	Edit	Delete
» Add New Entry						
				Total:	15 mins	
<input type="button" value="Approve"/>		<input type="button" value="Reject"/>		<input type="button" value="Lock"/>		

- Click "Reject" again

Describe the reason for the rejection below:
Because of its current status, this time sheet will be rejected to the student.

The message below will be e-mailed to the student and added to the time sheet notes.

Your time sheet is being returned to you to complete by your request or due to error within the time sheet. Please follow up with you supervisor to ensure that your time sheet is in within prescribed deadlines.

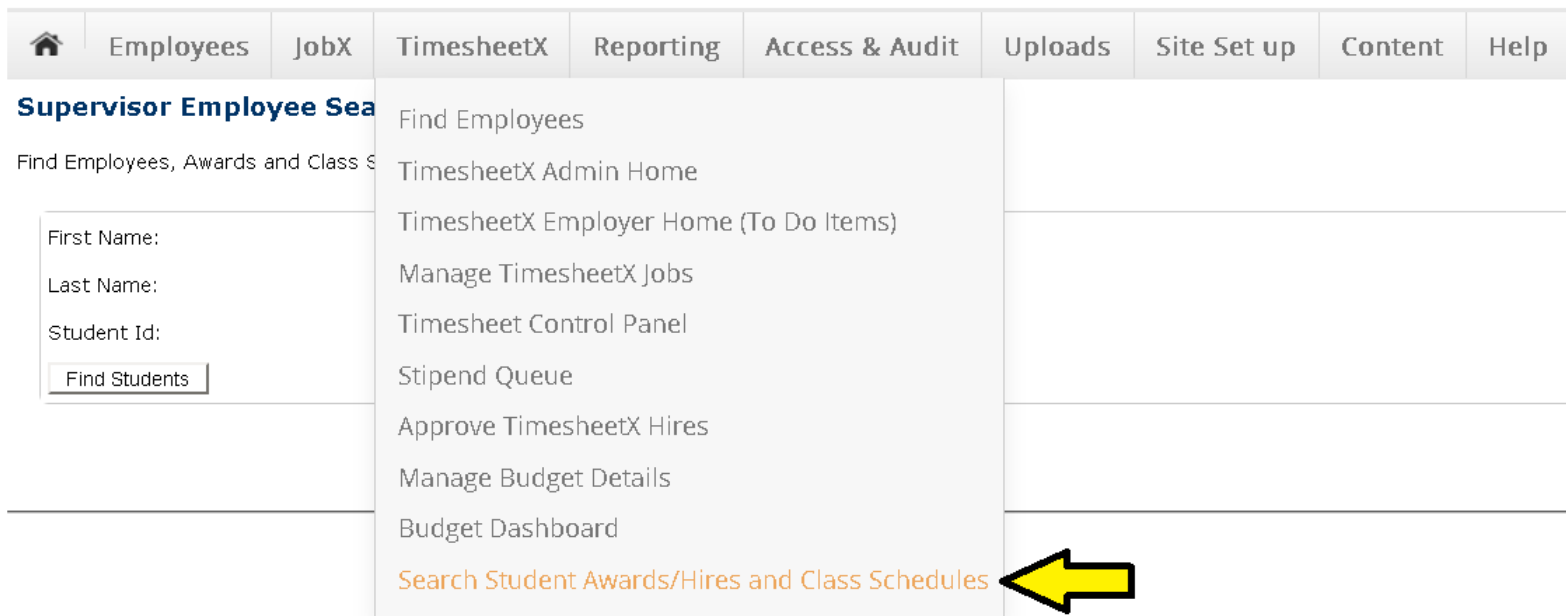
If it past the deadline for the current pay period, you will receive payment for this time sheet in the follow pay period.

- This will notify the student their time sheet has been rejected back to them so they can fill it out

Search Student Awards and Hires

- Look up if a student has a FWS award and if they have another on-campus job

Pratt



The screenshot shows the Pratt system navigation menu. The menu items are: Home, Employees, JobX, TimesheetX, Reporting, Access & Audit, Uploads, Site Set up, Content, and Help. The 'Employees' menu is expanded, showing a search form and a list of options. The search form includes fields for 'First Name:', 'Last Name:', and 'Student Id:', along with a 'Find Students' button. The list of options includes: Find Employees, TimesheetX Admin Home, TimesheetX Employer Home (To Do Items), Manage TimesheetX Jobs, Timesheet Control Panel, Stipend Queue, Approve TimesheetX Hires, Manage Budget Details, Budget Dashboard, and Search Student Awards/Hires and Class Schedules. A yellow arrow points to the 'Search Student Awards/Hires and Class Schedules' option.

Home Employees JobX TimesheetX Reporting Access & Audit Uploads Site Set up Content Help

Supervisor Employee Search

Find Employees, Awards and Class Schedules

First Name:
Last Name:
Student Id:
Find Students

- Find Employees
- TimesheetX Admin Home
- TimesheetX Employer Home (To Do Items)
- Manage TimesheetX Jobs
- Timesheet Control Panel
- Stipend Queue
- Approve TimesheetX Hires
- Manage Budget Details
- Budget Dashboard
- Search Student Awards/Hires and Class Schedules

Find Students

- Enter their first and last name or ID number
- Click “Find Students”
- Search results will be listed at the bottom
- Click on the students name to proceed

[Home](#) [Employees](#) [JobX](#) [TimesheetX](#) [Reporting](#) [Access & Audit](#) [Help](#)

Supervisor Employee Search Panel

Find Employees, Awards and Class Schedules:

First Name:	<input type="text" value="Amber"/>
Last Name:	<input type="text" value="Jones"/>
Student Id:	<input type="text"/>
<input type="button" value="Find Students"/>	

Search Results:

Employees

[Amber Lee Jones](#)



View student award info

- From this screen you can view if a student has an award or not
- It shows the amount they have been awarded, the balance and the term

Employee Details

Current Awards

Award Name	Amount	Balance	Term
71111-Federal Work-Study (FWS)	\$2,500.00	\$27.94	Academic Year 2015/2016 (07/01/2015 - 06/30/2016)

Employee Details

There are no current class schedules or awards to display

View student hire info

- From this screen you can view what current hires a student has
- A student may have more than one job within a department or multiple jobs within different departments

Employee Details

Current Hires

Job Title	Cost Center	Wage	Start Date	End Date
Fine Arts Office Assistant	1438-Fine Arts	\$9.00	07/01/2016	08/21/2016
Pratt Artist League Co-President	1438-Fine Arts	\$9.00	07/01/2016	06/30/2017

= Active = Inactive = Closed = Pending = Rejected

There are no current awards to display.