

Student Worker Budget Report

The following is an example of the Student Worker Budget Report information that is sent to supervisors via email after completion of the biweekly student payroll process. This information should be used by supervisors to keep track of the total dollars paid and hours worked for each student for the current fiscal year, as well as the total 884 maximum calendar year hours allowed. The report also helps to identify any students that may be working in more than one position and who the other supervisor is for coordination purposes. The report listed below is an example of the information that will be sent via email. Following the report is an explanation of the information contained in each column.

The report information below is for EXAMPLE purposes only:

11-1001-51830

Allocated Budget: \$50,000.00

Actual Expenses: \$20,000.00

Remaining Budget: \$30,000.00

ID	First Name	Last Name	Position Title	Position ID	Position Fiscal Year Amount	Position Fiscal Year Hours	Position Calendar Year Hours	Supervisor / Alt Supervisor	Other Positions	Other Position Supervisors	Other Position Calendar Year Hours	Remaining Calendar Year Hours
2011111	Joe	Jones	Student-Admissions	041001S999	\$938.00	125.06	15.75	Jane Doe	Megaphone	timourid,castilla	11.00	857.25
2022222	Jerry	Jones	Student-Admissions	041001S999	\$376.00	47.00	7.50	Jane Doe	Student-Union	timourid	40.00	836.50
2033333	Joshua	Jones	Student-Admissions	041001S999	\$452.83	60.40	10.59	Jane Doe	Res Life Student	watkinsj,noblesl	36.00 5.00	832.41
2044444	Jeremy	Jones	Student-Admissions	041001S999	\$305.94	42.00	7.00	Jane Doe	AY:CJR Proctor Sup AY: CJR Proctor	schwabg, urbanekd	2.00 9.00	866.00
2055555	Jack	Jones	Student-Admissions	041001S999	\$59.50	8.21	7.00	Jane Doe				877.00
2066666	James	Jones	Student-Admissions	041001S999	\$1,645.75	205.00	33.00	Jane Doe	Res Life	watkinsj, noblesl	36.00	815.00

Report Field Descriptions

Header Information

Account number - This is the 11 digit account number where the student worker wages associated with this position are being charged.

Allocated Budget - This is the current fiscal year budget amount in the system for the associated account number.

Actual Expenses - This is the total amount of student worker wages charged to the noted account number for the fiscal year. It would be the sum of the "Position Fiscal Year Amount" column for each student below in the chart.

Remaining Budget - This is the remaining budget amount available to spend. It is a calculation of the Allocated Budget amount minus the actual expenses to date. Supervisor should monitor this amount to ensure that it does not go to a negative red number. A negative red number means that expenses have exceeded the budgeted amount.

Report Information

ID - ID # of the Student. Click the ID # to send an email to the student.

First Name & Last Name - Name of Student.

Position Title & Position ID - the student worker position title and position ID number that is under your supervision and associated with the account number at the top of the chart.

Position Fiscal Year Amount - Total Fiscal Year Earnings for the student in this position under your supervision. This amount is the total gross wages paid-to-date for each individual student in the current fiscal year related to your position. The fiscal year starts on 7/1/XX and ends on 6/30/XX.

Position Fiscal Year Hours – This is a total number of hours paid-to-date for the current fiscal year for the student in this position.

Position Calendar Year Hours - This is the total number of hours paid-to-date for the **current calendar year** for the student in this position under your supervision. A student is only allowed to work up to 884 hours in a calendar year.

Supervisor/Alt Supervisor – This is the current supervisor and alternate supervisor for the student in this position.

Other Positions - Titles of other student worker positions held by this student.

Other Position Supervisors - The supervisors for other positions held by the student. Use the user names to communicate with other supervisors via email or look them up in the google directory.

Other Position Calendar Year Hours - Hours worked this calendar year in the other positions.

Remaining Calendar Year Hours - Each student may only work up to a total of 884 hours in a calendar year. The remaining calendar year hours are the sum of calendar year hours worked to date for **all** positions deducted from the total 884 maximum allowed. As a student's remaining calendar year hours nears zero, it is important that you communicate with the student and coordinate the student's work schedule with other supervisors to ensure that he or she does not work more than 884 total calendar year hours. In some instances, the student may have to stop working until the end of the calendar year in order not to exceed the 884 hours limit.