

Purdue University Student Employment Student Employment Management System (SEMS) Federal Work Study Guide

Last Modified: 7/6/2020

Overview:

The SEMS Work Study module provides a means to merge and display student federal work study award and employment details within a single site. The data provided is intended to be read only for informational purposes to promote action when needed; it is not intended to be the source of truth. Requirements defined are to assist supervisors with identifying work study eligible staff, determining if award is properly assigned to the position, and tracking amount earned towards amount awarded.

For supervisor

Information available in SEMS regarding Federal Work Study include:

- Identifies employees who are work study eligible
- Shows if work study award has been assigned to employee's position
- Shows total work study payroll earnings to date (for aid year)
- Shows total amount eligible to be earned

Action Step – viewing work study details

- Log into SEMS by visiting www.purdue.edu/studentemployment. Chrome or Firefox are preferred browsers. Internet Explorer may not be compatible.
- In the top right corner, you should see “Dashboard.” Hover over that and select “Work-Study.”
- The current academic year should populate, and a list of your eligible employees will appear. You can search for an employee by using the search box that'll appear on the right.
- An awards overview will also display.
 - Name – Name of the awarded employee
 - Award Status – Shows ‘Offered’, ‘Accepted’, or ‘Accepted via web’ status. Note: To utilize Federal Work-Study, the award must be “Accepted” or “Accepted via web”. Federal Work-Study awards are accepted in the myPurdue portal.
 - Award Assigned – Award assigned will be flagged “Yes” if Federal Work-Study payroll earnings for all positions are greater than \$0. Consult with area Payroll Clerk/Business Office if award is not assigned.
 - Award Amount – Total dollar amount eligible to be earned as Federal Work-Study earnings within the aid year.
 - WS Payroll ETD – Total Federal Work-Study payroll earnings to date for all positions within the aid year.
- To view a student employee's **position details**, click on the eye icon that's at the far right of the employee's overview row.
 - Position Name – Shows active positions and inactive positions held within the aid year that currently report to the supervisor
 - Position Number – Shows active positions and inactive positions held within the aid year that currently report to the supervisor
 - Award Assigned – Award assigned will be flagged “Yes” if Federal Work-Study payroll earnings for position are greater than \$0. Consult with area Payroll Clerk/Business Office if award is not assigned.
 - WS Payroll ETD (by position) – Total Federal Work-Study payroll earnings to date for listed position within the aid year.
 - Last Activity – Last pay date with reportable activity for position.

NOTE: Supervisors must be FERPA certified to view the Work Study dashboard. If this WebCert isn't up-to-date, you'll need to complete it: <https://www.eventreg.purdue.edu/WebCert/Heading.asp>

For student employee

Information available in SEMS regarding Federal Work Study include:

- Shows if work study award has been assigned to employee's position
- Shows work study payroll earnings to date (for aid year) by employee's position
- Shows total work study payroll earnings to date (for aid year)
- shows total amount eligible to be earned

Action Step – viewing work study details

- Log into SEMS by visiting www.purdue.edu/studentemployment. Chrome or Firefox are preferred browsers. Internet Explorer may not be compatible.
- In the top right corner, you should see "Home." Hover over that and select "Work-Study."
- You should see two sections: Overview and Details by Position.
 - Section: Overview
 - Aid Year – Shows Aid Year Description. Aid year begins with the summer term.
 - Award Status – Shows 'Offered', 'Accepted', or 'Accepted via web' status. Note: To utilize Federal Work-Study, the award must be "Accepted" or "Accepted via web". Federal Work-Study awards are accepted in the myPurdue portal.
 - Award Amount – Total dollar amount eligible to be earned as Federal Work-Study earnings within the aid year.
 - WS Payroll ETD - Total Federal Work-Study payroll earnings to date for all positions within the aid year.
 - Section: Details by Position
 - Position Name – Shows active positions and inactive positions held within the aid year
 - Position Number – Shows active positions and inactive positions held within the aid year
 - Award Assigned – Award assigned will be flagged "Yes" if Federal Work-Study payroll earnings for position are greater than \$0. Consult with area Payroll Clerk/Business Office if award is not assigned.
 - WS Payroll ETD - Total Federal Work-Study payroll earnings to date for listed position within the aid year.
 - Last Activity – Last pay date with reportable activity for position.

The Division of Financial Aid provides support and oversight for the Federal Work-Study program. For additional information and procedures, please visit <https://www.purdue.edu/dfa/types-of-aid/work-study.html>

To report problems or unexpected behavior in SEMS, contact the Site Administrator at studentemployment@purdue.edu