

FEDERAL
WORK-STUDY
MANUAL

July 2005

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CHAPTER 1

A. AFEJ - JOB PROPOSAL

The AFEJ screen will be used to enter job description information. Once you have successfully entered all of the required information on this screen, you will know immediately if your position has been approved. You will also be able to increase or decrease the number of available positions, and you will be able to renew your position for the upcoming academic year.

Following is a blank AFEJ screen. A brief description is provided for each item found on the screen. You might find it useful to review this information prior to using the screen so you can become familiar with the items. **It is very important that all information on AFEJ is clear and concise as it will be transferred to the Work-Study Job Search on eLion to advertise your position.**

```
AFEJ                                JOB PROPOSAL                                07/14/05 15:05:57

ACTN  ACAD YR      JOB #      JOB TITLE
CAMPUS  BUDGET    -      -      FUND 0      COLLEGE/ADMIN AREA
CONTACT PERSON  NAME: LAST  FIRST
                USER ID:      PHONE #:      -      -
                CAMPUS ADDR:
SUPERVISOR      NAME: LAST  FIRST
                USER ID:      PHONE #:      -      -
                CAMPUS ADDR:      HOURLY RATE
                SUM HOURLY RATE
STU LEVEL (UG/GR/MD/LW)  COMMUNITY SERV (Y/N)  AMERICA READS (Y/N)
                                JOB DESCRIPTION
```

EDUCATIONAL LEVEL AND SKILLS OR EXPERIENCE REQUIRED OF APPLICANTS

```
STUDENTS REQ:      FALL SPRING 0      SUMMER 0
POSITIONS FILLED:  FALL SPRING 0      SUMMER 0
POSITIONS AVAILABLE: FALL SPRING 0      SUMMER 0
```

ACTN: The action codes for the screen 'S' = skip; 'A' = add; 'C' = change

ACAD YR: Academic year

JOB #: Job Number assigned to the created position

JOB TITLE: Job Title

CAMPUS: Campus location

BUDGET: Budget number from which the student will be paid, as it appears in the IBIS Payroll system

FUND: Fund number associated with the Budget number

COLLEGE/ADMIN AREA: Code for the college or administrative area of the employer

CONTACT PERSON: The name, campus address, phone number and email ID (psu.edu suffix assumed) of the person to contact with questions

SUPERVISOR: The name, campus address, phone number and email ID (psu.edu suffix assumed) of the person who will be supervising the work

HOURLY RATE: Hourly rate of pay: GR = \$8.25, UG \$6.75, MD = \$10.00

STU LEVEL (GR, UG, MD, or LW): Student level: GR = Graduate, UG = Undergraduate, MD = Medical, LW = Law

COMMUNITY SERV: Designates whether or not the position is a community service position

AMERICA READS: Designates whether or not the position is an America Reads position

JOB DESCRIPTION: Job description that provides information on the required job duties

EDUCATIONAL LEVEL AND SKILLS OR EXPERIENCE REQUIRED OF APPLICANTS: Required for GR, MD and LW positions, this gives a brief description of any particular skills or experience needed to perform this job

STUDENTS REQ: The number of students required for this position for FALL/SPRING and/or SUMMER semesters

POSITIONS FILLED: The number of students who have been hired to fill the positions available as designated in STUDENTS REQ

POSITIONS AVAILABLE: The number of jobs still remaining to be filled – the number of positions based on STUDENTS REQ minus POSITIONS FILLED

B. ADDING A JOB

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEJ" and press the "Enter " or "Control" key. The blank AFEJ screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEJ" and press the "Enter" or "Control" key. The blank AFEJ screen will appear. At this point, you will begin entering the data necessary to add a job to the screen.

STEP 2

For the field ACTN, enter an "A" for Add to add information for a job just being created.

STEP 3

For the field ACAD YR, enter the academic year in which you want to create the position. The academic year should be entered without a hyphen, for example 200506.

*If you are creating a job for the Summer 2005 session, you must enter the academic year as 200405 since the summer is part of that academic year. If you are creating a job for the Fall 2005 session, you would enter the academic year as 200506.

STEP 4

For the field JOB #, **leave this field blank**. Since you are entering the position on the screen for the very first time, the system will assign a number to your position. If you enter a number in this field, you will receive a message that your number cannot be accepted. Tab the cursor to the next field, JOB TITLE.

STEP 5

For the field JOB TITLE, enter the title of the position you are creating, up to 30 spaces, for example, Research Assistant, Clerk, Racquetball Court Attendant. Tab the cursor to the next field, CAMPUS.

STEP 6

For the field CAMPUS, enter the two letter abbreviation for the campus location where the work is to be performed, for example: AA = Altoona, WB = Wilkes Barre, UP = University Park, and so forth.

STEP 7

For the field BUDGET & FUND, enter the budget number and fund number that will be used to pay the student. These numbers should be entered in the same format that is used on the IBIS WAGC screen, for example:
BUDGET 01-089-21 UP, FUND 10010.

If you are uncertain as to the correct budget and fund number or the format that must be used, please contact the Finance Officer for your department.

STEP 8

For the field COLLEGE/ADMIN AREA, enter the 3 digit code for your department, for example 064.

If you are uncertain as to the correct code or format that must be used, please contact the Finance Officer for your department.

STEP 9

For the fields CONTACT PERSON and SUPERVISOR, enter the data requested for names, phone numbers and campus addresses. For the contact person and supervisor, you must enter their email ID, up to eight spaces (psu.edu suffix assumed).

The contact person can be an individual other than the supervisor who would be involved with some aspect of the student employment, for example, the person who would be responsible for recording the hours the student worked or the person submitting the payroll for the supervisor.

STEP 10

For the field STU LEVEL, enter the level of the student needed for the job, for instance, UG, GR, MD, or LW. For the field HOURLY RATE/SUM HOURLY RATE, the system will automatically update to display the correct wage rate based on the level of the job.

STEP 11

For the field JOB DESCRIPTION, enter a brief description of the duties of the job. There are 3 lines provided, with 79 spaces per line.

STEP 12

For the field EDUCATIONAL LEVEL AND SKILLS OR EXPERIENCE REQUIRED OF APPLICANTS, enter a brief description of the skills or experience the applicant should have. There are 2 lines provided, with 79 spaces per line.

For a UG position you may, but are not required to, enter this information.

For a GR, MD, or LW position, you must enter this information. If you do not, you will receive a message requiring you to enter this information before your job can be accepted. After the information has been entered, tab the cursor to the next field, STUDENTS REQ.

STEP 13

For the field STUDENTS REQ, enter the number of positions that are available for the fall and/or spring semesters and the summer session.

As students are hired to fill the position, the field POSITION FILLED will show the number of students who have been hired and the field POSITIONS AVAILABLE will show the number of positions still available.

STEP 14

Once all of the required information has been entered into the fields on this screen, press the "Enter" or "Control" key. A screen will appear which asks if the position meets the Community Service Definition. Carefully read the provided definition to determine whether or not your position meets the Community Service criteria and answer the question with either a "Y" or "N" as appropriate. Press the "Enter" or "Control" key.

STEP 15

Next, a screen will appear which asks if the position meets the America Reads Definition. Carefully read the provided definition to determine whether or not your position meets the America Reads criteria and answer the question with either a "Y" or "N" as appropriate. Press the "Enter" or "Control" key.

STEP 16

Last, a certification window will appear explaining the terms of employing a student in the work-study program. To employ a student under the work-study program you must agree to the terms and conditions listed.

STEP 17

You must provide an answer to the question with either a "Y" or "N". Press the "Enter" or "Control" key.

By answering *Yes*, you are agreeing to the terms and conditions of the work-study program. Your job will be accepted as an approved position and you will be able to hire students to fill the position.

By answering *No*, the system will return to the job information with a message appearing at the bottom of the screen indicating that the job has not been accepted as an approved job. In this instance, you will not be able to hire a student into this position.

STEP 18

If a "Y" was entered on the certification window, the screen will return to the job information that was entered. It will display the assigned JOB # and a message at the bottom of the screen indicating that the record has been added. This job is now an approved work-study position and students can now be hired for this position.

If an "N" was inadvertently entered, the screen will return to the information that was entered with a message indicating that the job has not been added because you did not agree to the work-study terms. If this was an error, press the "Enter" key to return to the certification window. Enter a "Y", and press the "Enter" or "Control" key. You will receive a message that the job has been added and the assigned job number will be displayed.

You should make note of the assigned job number because you will need this number when you are hiring a student or if you need to make a change to this job.

If you should forget your job number, you can find it on the AFEB screen. Refer to Chapter 4 to find out how to locate job numbers.

STEP 19

Repeat the above steps for any additional positions you need to create.

NOTE: You cannot delete a position. If you create a position that is no longer needed, we recommend that you follow the Changing an Existing Job to update the job title to "Position not available."

Now that you have created your position, you are ready to hire students for your positions. Refer to **Chapter 2 AFEE Student Employment Update** for a step-by-step guide to hire students for your positions.

C. CHANGING AN EXISTING JOB

Once you have created a job on-line, you might find it necessary to make some changes to that job. For instance, the contact person may change or you may find that you need to increase or decrease the number of positions available. The following steps will show you how to make changes to an existing position.

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEJ" and press the "Enter" or "Control" key. The blank AFEJ screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEJ" and press the "Enter" or "Control" key. The blank AFEJ screen will appear. At this point, you will call up a job that has already been entered.

STEP 2

For the field ACTN, enter an "S" to skip to a record.

STEP 3

For the field ACAD YR, enter the academic year for which the job was created. The academic year should be entered without a hyphen, for example 200506.

STEP 4

For the field JOB #, enter the assigned job number of the position that you want to change.

If you should forget your job number, you can find it on the AFEB screen. Refer to Chapter 4 to find out how to locate job numbers.

STEP 5

Press the "Enter" or "Control" key. The information for the job that you have called up will appear. Check the position to be sure it is the position you want to change.

STEP 6

In the field ACTN, enter a "C" to make a change. Tab the cursor to any data element that you need to change and make any necessary adjustments. For example, if you need to increase the number of positions for the fall/spring semester, move the cursor to that field and type over the current entry with the new number.

STEP 7

Press the "Enter" key once all desired changes have been made.

STEP 8

The job information will appear on the screen with a message at the bottom of the screen indicating that the record has been changed.

STEP 9

Repeat the above steps for any other jobs that you want to change.

Changes can be made to any item you entered on this screen except for the rates and the level of the job – the fields HOURLY RATE AND STU LEVEL. Dickinson School of Law can change the rate field because of the variable rates.

C.1. CORRECTING THE JOB LEVEL OF AN EXISTING POSITION

NOT APPLICABLE FOR The Dickinson School of Law of The Pennsylvania State University or Penn State College of Medicine at the Milton S. Hershey Medical Center

If you need to correct the level of a position from undergraduate to graduate or vice versa, you will not be able to use the 'change' function. You will need to follow the steps outlined below for this type of correction.

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEJ" and press the "Enter" or "Control" key. The blank AFEJ screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEJ" and press the "Enter" or "Control" key. The blank AFEJ screen will appear. At this point, you will call up a job that has already been entered.

STEP 2

For the field ACTN, enter an "S" to skip to a record.

STEP 3

For the field ACAD YR, enter the academic year for which the job was created. The academic year should be entered without a hyphen, for example 200506.

STEP 4

For the field JOB #, enter the assigned job number of the position that you want to correct.

If you should forget your job number, you can find it on the AFEB screen. Refer to Chapter 4 to find out how to locate job numbers.

STEP 5

Press the "Enter" or "Control" key. The information for the job that you have called up will appear. Check the position to be sure it is the position you want to correct.

STEP 6

In the field ACTN, enter an "A". Tab the cursor to the field STU LEVEL.

STEP 7

For the field STU LEVEL, enter the correct level, either UG or GR. Press the "Enter" or "Control" key.

If you are correcting a position to a graduate position, be sure to enter information about educational level or experience.

STEP 8

Once all of the required information has been entered into the fields on this screen, press the "Enter" or "Control" key. A screen will appear which asks if the position meets the Community Service Definition. Carefully read the provided definition to determine whether or not your position meets the Community Service criteria and answer the question with either a "Y" or "N" as appropriate. Press the "Enter" or "Control" key.

STEP 9

Next, a screen will appear which asks if the position meets the America Reads Definition. Carefully read the provided definition to determine whether or not your position meets the America Reads criteria and answer the question with either a "Y" or "N" as appropriate. Press the "Enter" or "Control" key.

STEP 10

Last, a certification window will appear explaining the terms of employing a student in the work-study program. To employ a student under the work-study program you must agree to the terms and conditions listed.

STEP 11

You must provide an answer to the question with either a "Y" or "N". Press the "Enter" or "Control" key.

By answering *Yes*, you are agreeing to the terms and conditions of the work-study program. Your job will be accepted as an approved position and you will be able to hire students to fill the position.

By answering *No*, the system will return to the job information with a message appearing at the bottom of the screen indicating that the job has not been accepted as an approved job. In this instance, you will not be able to hire a student into this position.

STEP 12

If a "Y" was entered, a second window will appear. This window will ask if this position is a continuation from a previous year. Since you are correcting the job level of an existing position, you should answer *NO* to this question. Press the "Enter" or "Control" key.

By answering *No*, the system will assign a new job number for this position.

STEP 13

The screen will return to the job information that was entered. It will display the new assigned JOB # and a message at the bottom of the screen indicating that the record has been added. This position has been corrected to a new job level and students can now be hired for the corrected position.

You should make note of the assigned job number because you will need this number when you are hiring a student or if you need to make a change to this job.

If you should forget your job number, you can find it on the AFEB screen. Refer to Chapter 4 to find out how to locate job numbers.

STEP 14

Repeat the above steps for any other position whose job level needs to be corrected.

D. RENEWING AN EXISTING JOB

Once you have created a job on-line, you may want to have the same job available in the next academic year. Instead of having to reenter all of the information for the position, the following steps will show you how to have the position renewed into the next academic year without having to retype all of the information. For instance, if you have created a position for the 2004-2005 academic year and you would also like to have this position available for the 2005-2006 academic year, the following steps will show you how to accomplish this.

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEJ" and press the "Enter" or "Control" key. The blank AFEJ screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEJ" and press the "Enter" or "Control" key. The blank AFEJ screen will appear. At this point, you will call up a job that has already been entered.

STEP 2

For the field ACTN, enter an "S" to skip to a record.

STEP 3

For the field ACAD YR, enter the academic year for which the job was created. The academic year should be entered without a hyphen, for example *200405*.

STEP 4

For the field JOB #, enter the assigned job number of the position that you want to renew.

STEP 5

Press the "Enter" or "Control" key. The information for the job that you have called up will appear. Check the position to be sure it is the position to be renewed.

STEP 6

In the field ACTN, enter an "A" to add the record and in the field ACAD YR, enter the future academic year for which the position is to be renewed. For instance, if the position exists for the 2004-2005 academic year, and you want to renew it for the 2005-2006 academic year, enter *200506*. Press the "Enter" or "Control" key. Please note that you can only renew a position one year beyond the current academic year. For instance, if it is the 2004-2005 academic year, you can only renew a position into the 2005-2006 academic year. If you attempt to renew the position into the 2006-2007 academic year, you will receive a message indicating that you can only access one year into the future.

STEP 7

Once all of the required information has been entered into the fields on this screen, press the "Enter" or "Control" key. A screen will appear which asks if the position meets the Community Service Definition. Carefully read the provided definition to determine whether or not your position meets the Community Service criteria and answer the question with either a "Y" or "N" as appropriate. Press the "Enter" or "Control" key.

STEP 8

Next, a screen will appear which asks if the position meets the America Reads Definition. Carefully read the provided definition to determine whether or not your position meets the America Reads criteria and answer the question with either a "Y" or "N" as appropriate. Press the "Enter" or "Control" key.

STEP 9

Last, a certification window will appear explaining the terms of employing a student in the work-study program. To employ a student under the work-study program you must agree to the terms and conditions listed.

STEP 10

You must provide an answer to the question with either a "Y" or "N". Press the "Enter" or "Control" key.

By answering *Yes*, you are agreeing to the terms and conditions of the work-study program. Your job will be accepted as an approved position and you will be able to hire students to fill the position.

By answering *No*, the system will return to the job information with a message appearing at the bottom of the screen indicating that the job has not been accepted as an approved job. In this instance, you will not be able to hire a student into this position.

STEP 11

If a "Y" was entered, a second window will appear. This window will ask if this position is a continuation from a previous year. Since you are renewing an existing position, you should answer *Yes* to this question. Press the "Enter" or "Control" key.

By answering *Yes*, the system will update the job into the future year and the same job number will be assigned to this position in the future academic year.

By answering *No*, the system will not update the job into the future year, but it will assign a new job number to this position for the future academic year.

STEP 12

The screen will return to the job information that was entered. It will display the assigned JOB # and a message at the bottom of the screen indicating that the record has been added. This position has been renewed and students can now be hired for the new academic year.

You should make note of the assigned job number because you will need this number when you are hiring a student or if you need to make a change to this job.

If you should forget your job number, you can find it on the AFEB screen. Refer to Chapter 4 to find out how to locate job numbers.

STEP 13

Repeat the above steps for any other position that you want to renew.

CHAPTER 2

A. AFEE - STUDENT EMPLOYMENT UPDATE

The AFEE screen will be used to hire students into the positions that have been created on the AFEJ screen. Once you have successfully entered the required data on this screen - and - all required employment paperwork has been completed and submitted, the student can begin to work immediately. There have been checks and edits built into this screen to check for such things as a valid work-study award, enrollment, verification, and so forth. If there is a problem with the student's award or they are otherwise ineligible to be hired, it will not allow the student to be hired and a message will be displayed on this screen.

Following is a blank AFEE screen. A brief description is provided for each item found on the screen. You might find it useful to review this information prior to using the screen so you can become familiar with the items.

```
AFEE          STUDENT EMPLOYMENT UPDATE          07/14/05    13:00:3
ID            ACAD YR                                FA SP SU
NAME                                                LVL
SOURCE       AMOUNT      ST      SEMESTER    EARNED      CAMP
                                                BALANCE

ACTN  JOB#   SOURCE  TYPE  CAMP          BEGIN    END
```

ID: Student Identification number

ACAD YR: Academic year

NAME: Student's name

LVL: Student level for specific semester: GR = graduate, UG = undergraduate, MD = medical, and LW = law

CAMP: Campus Location of the student for specific semester

SOURCE: Work-Study award source:

CWSP = undergraduate

GCWSP = graduate

SUFU = full-time summer

SUFP = full-time summer off-campus

SCWSP = part-time summer undergraduate

SCWSG = part-time summer graduate

FWSDN = law student

FWSHY = medical student

PWSDN = law student off campus

SWSDN = summer law student

OWSDN = summer law student off-campus

AWARD AMOUNT: Amount of the work-study award per semester

ST: Status of the award:

AC = accepted

VS = verification hold

SEMESTER: The semester for which the award is made: Fall/Spring, Fall or Spring, or Summer

EARNED: Total amount of the student's award that they have earned by semester

BALANCE: Remaining amount of award the student has left to earn by semester

ACTN: The action code for the screen: "A" = add; "C" = change; "T" = terminate;
"R" = rehire. If a student is terminated the "T" will remain on the screen

JOB #: The job number assigned to the created position

SOURCE: Work-Study award source:
Refer to the top part of the screen in the SOURCE field to determine the correct work-study source to enter

TYPE: Job type of the position for which the student is being hired - UG, GR, LW, or MD

CAMP: Campus location of the position

BEGIN DATE: Beginning date of student's employment in this position

END DATE: Ending date of student's employment in this position

NOTE: Previously after a student earned their total award for a semester, the award amount, semester, earnings, and balance no longer appeared for that semester. At this point, all information will remain on screen AFEE thru the end of the semester (fall/spring or summer). At the end of the semester, the award amount is reduced to earnings which means the award amount and amount earned will be the same.

B. HIRING A STUDENT

Students MUST be hired on AFEE in order to be paid from Federal Work-Study funds.

You can follow the steps outlined below to hire a student or to change their employment dates. But before you can hire a student into a position, that position must be created on AFEJ. If you have not yet created this position, please go to Chapter 1 and follow the steps to create the position before you try to hire a student.

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEE" and press the "Enter" or "Control" key. The blank AFEE screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEE" and press the "Enter" or "Control" key. The blank AFEE screen will appear.

STEP 2

For the field ID, enter the Penn State ID number of the student you want to hire. This number should be entered without hyphens, for example 912345678.

STEP 3

For the field ACAD YR, enter the academic year in which you want to hire the student. The academic year should be entered without a hyphen, for example 200506. Press the "Enter" or "Control" key.

STEP 4

The top part of the screen will display the student's name and information about the student's award such as the source of the award, the amount of the award and the total earnings of the student. Tab the cursor down to the middle of the screen under the field ACTN.

STEP 5

For the field ACTN, enter an "A" for Add - this means that you are adding the job for this student.

STEP 6

For the field JOB #, enter the job number for the position the student is being hired. This is the 5 digit number that was assigned when you created the job on AFEJ.

If you should forget your job number, you can find it on the AFEB screen. Refer to Chapter 4 to find out how to locate job numbers.

STEP 7

For the field SOURCE, enter the source of the work-study award. Refer to the top part of the screen in the field SOURCE to determine the correct work-study source to enter.

Double check the year of the students award and be sure that you have called up the AFEE screen for that year. If a student has an award for the 2005-2006 academic year, you must call up the AFEE screen for the 2005-2006 academic year.

STEP 8

Tab the cursor to the field BEGIN DATE. For this field, enter the date when the student will begin employment. This field is 6 digits long, so the date must be entered using all available spaces, such as *08/10/05*.

This date cannot precede the beginning of the semester in which the award is made. For instance, if you are hiring a student with a FALL/SPRING work-study award in the fall semester, you cannot enter a date prior to the fall semester work-study begin date.

STEP 9

For the field END DATE, enter the date when the student will end their employment. This field is 6 digits long, so the date must be entered using all available spaces, such as *050806*.

This date cannot extend beyond the end of the semester in which the award is made. For instance, with the above example, you could not enter an end date of 060106 because this date is after the spring work-study ends.

STEP 10

Press the "Enter" or "Control" key. You will receive a message at the bottom of the screen indicating that the record has been updated. The data you entered for the job number, source, and employment dates will appear on the screen. The data for the fields TYPE and CAMP will also be displayed - this information is pulled from the job description.

STEP 11

Continue the steps above to hire other students for your positions.

If you now review this position on the AFEJ screen, you will see that hiring the student will be reflected on this screen. The field POSITIONS FILLED will increase and the field POSITIONS AVAILABLE will decrease.

As stated at the beginning of this chapter, if there is a problem with hiring a student, edit messages will appear on this screen to notify you of the problem and the record will not be updated. The most common problem is trying to hire a student who does not have a valid award. Check the top section of this screen to be sure that the student has an award. If you are uncertain about the student's award, please contact the Office of Student Aid so we can help you determine if the student has a valid award and is eligible to work.

B.1. CHANGING A STUDENT'S EMPLOYMENT PERIOD

From time to time, you may find it necessary to change the employment dates of a student who is working for you. For example, a student may have only indicated they wanted to work for the fall semester but have now changed their mind and will be working both the fall and the spring semesters. You are able to adjust the employment dates on this screen to make this change.

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEE" and press the "Enter" or "Control" key. The blank AFEE screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEE". Press the "Enter" or "Control" key. The blank AFEE screen will appear.

STEP 2

For the field ID, enter the Penn State ID number of the student whose employment period you want to change. This number should be entered without hyphens, for example 912345678.

STEP 3

For the field ACAD YR, enter the academic year in which the student is employed. The academic year should be entered without a hyphen, for example 200506. Press the "Enter" or "Control" key.

STEP 4

The student's information will appear on the screen. Tab the cursor down to the ACTN field of the position appearing on the screen that you want to change. Enter a "C" to make a change to the data. Tab the cursor to the END DATE field and enter the corrected date. For instance, if the END DATE appears as 121005, to change it you would type the new date over this date.

STEP 5

Press the "Enter" or "Control" key. At the bottom of the screen, a message will appear indicating that the record has been updated. The screen will display the information that was entered, including the changed dates.

B.2. HIRING A STUDENT WHO ALREADY HAS A JOB

Since it is possible for a work-study student to have more than one job, as long as they do not exceed their work-study award amount, you may encounter a student who already has job information entered on this screen. This screen is designed to accept more than one job. The following steps will show you how to hire a student who already has a job.

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEE" and press the "Enter" or "Control" key. The blank AFEE screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEE". Press the "Enter" or "Control" key. The blank AFEE screen will appear.

STEP 2

For the field ID, enter the Penn State ID number of the student you want to hire. This number should be entered without hyphens, for example 912345678.

STEP 3

For the field ACAD YR, enter the academic year in which you want to hire the student. The academic year should be entered without a hyphen, for example 200506. Press the "Enter" or "Control" key.

STEP 4

The student's information will appear on the screen. Tab the cursor down to the **next blank line** under the ACTN field. Enter an "A" to add another position.

Do not try to type over job information that already appears on the screen - go to the next blank line.

STEP 5

For the field JOB #, enter the job number for the position the student is being hired. This is the 5 digit number that was assigned when the job description was entered on AFEJ.

If you should forget your job number, you can find it on the AFEB screen. Refer to Chapter 4 to find out how to locate job numbers.

STEP 6

For the field SOURCE, enter the source of the work-study award. Refer to the top part of the screen in the field SOURCE to determine the correct work-study source to enter.

STEP 7

Tab the cursor to the field BEGIN DATE. For this field, enter the date when the student will begin employment. This field is 6 digits long, so the date must be entered using all available spaces, such as 081005.

This date cannot precede the beginning of the semester in which the award is made. For instance, if you are hiring a student with a FALL/SPRING work-study award in the fall semester, you cannot enter a date prior to the fall semester work-study begin date.

STEP 8

For the field END DATE, enter the date when the student will end their employment. This field is 6 digits long, so the date must be entered using all available spaces, such as *050806*.

This date cannot extend beyond the end of the semester in which the award is made. For instance, with the above example, you could not enter a date of 060106 because this date is after the spring semester ends.

STEP 9

Press the "Enter" or "Control" key. You will receive a message at the bottom of the screen indicating that the record has been updated. The new data you entered for the job number, source, and employment dates will appear on the screen along with the information that was already appearing. The data for the fields TYPE and CAMP will also be displayed - this information is pulled from the job description.

If you now review this position on the AFEJ screen, you will see that hiring the student will be reflected on this screen. The field POSITIONS FILLED will increase and the field POSITIONS AVAILABLE will decrease.

C. TERMINATING A STUDENT'S EMPLOYMENT

You may encounter a situation where a student who has been working for you cannot continue to work for some reason such as a conflict with their class schedule, or because they decide to leave school. The following information will provide you with steps on how to terminate a student from your position. It is a good practice to terminate students who are no longer working for you because it will provide a more accurate count of the number of jobs that are available for your position and will eliminate unnecessary contact (such as reports, mailings or telephone).

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEE" and press the "Enter" or "Control" key. The blank AFEE screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEE". Press the "Enter" or "Control" key. The blank AFEE screen will appear.

STEP 2

For the field ID, enter the Penn State ID number of the student whose employment you want to terminate. This number should be entered without hyphens, for example 912345678.

STEP 3

For the field ACAD YR, enter the academic year in which the student is employed. The academic year should be entered without a hyphen, for example 200506. Press the "Enter" or "Control" key.

STEP 4

The student's information will appear on the screen. Tab the cursor down to the ACTN field of the position from which you want to terminate the student's employment. Enter a "T" to terminate the position. Tab the cursor to the END DATE field and enter the date of termination.

The termination date that you enter must be prior to or the date that you are entering this information. You cannot enter a date of termination that is in the future.

STEP 5

Press the "Enter" or "Control" key. At the bottom of the screen, a message will appear indicating that the record has been updated. The screen will display the information that was entered, including the changed date.

If you now review this position on the AFEJ screen, you will see that the termination of the student from the position is reflected on this screen. The field POSITIONS FILLED will decrease and the field POSITIONS AVAILABLE will increase.

D. REHIRING A STUDENT

You may also encounter a situation in which a student who decided to leave your employ and find another job wants to come back to work for you in the same position **within the same semester**. You will be able to rehire this student without having to reenter all of the information on the AFEE screen. The following steps will outline how to rehire a student who has been previously terminated from your position.

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEE" and press the "Enter" or "Control" key. The blank AFEE screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEE". Press the "Enter" or "Control" key. The blank AFEE screen will appear.

STEP 2

For the field ID, enter the Penn State ID number of the student who you want to rehire. This number should be entered without hyphens, for example 912345678.

STEP 3

For the field ACAD YR, enter the academic year in which the student was employed. The academic year should be entered without a hyphen, for example 200506. Press the "Enter" or "Control" key.

STEP 4

The student's information will appear on the screen. Tab the cursor down to the ACTN field of the position for which you want to rehire the student. Enter an "R" to rehire the student. Tab the cursor to the END DATE field and enter the new end date of the student's employment. **DO NOT ADJUST THE BEGIN DATE FIELD.**

STEP 5

Press the "Enter" or "Control" key. At the bottom of the screen, a message will appear indicating that the record has been updated. The screen will display the information that was entered, including the changed date.

If you now review this position on the AFEJ screen, you will see that rehiring the student will be reflected on this screen. The field POSITIONS FILLED will increase and the field POSITIONS AVAILABLE will decrease.

CHAPTER 3

A. AFEL – STUDENT WORKSTUDY LISTING

The AFEL screen will be used to verify students hired under a specific job number. This screen was designed to list students by job number based on academic years.

Following is a blank AFEL screen. A brief description is provided for each item found on the screen. You might find it useful to review this information prior to using the screen so you can become familiar with the items.

```
AFEL                STUDENT WORKSTUDY LISTING                07/14/05  16:08:49
ACAD YR            JOB NUMBER                TOTAL HIRED FA/SP : 0    PAGE    OF
                  TOTAL HIRED SUMMER: 0
ST  NAME                ID                START DATE    END DATE
```

ACAD YR: Academic year

JOB NUMBER: Job number assigned to the created position

TOTAL HIRED FA/SP: The number of active students for fall/spring

TOTAL HIRED SUMMER: The number of active students for summer

ST: Status of students listed, blank = active, "T" = terminated

NAME: Names of all students hired under the specific job number

ID: Student identification number

START DATE: Starting date of student's employment in this position

END DATE: Ending date of student's employment in this position

B. LISTING STUDENTS HIRED

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEL" and press the "Enter" or "Control" key. The blank AFEL screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEL" and press the "Enter" or "Control" key. The blank AFEL screen will appear.

STEP 2

For the field ACAD YR, enter the academic year in which you want to list students. The academic year should be entered without a hyphen, for example 200506.

STEP 3

For the field JOB NUMBER, enter the assigned job number of the position that you want to list students for. Press the "Enter" or "Control" key.

STEP 4

The screen will display the total number of students hired under the job number you have entered for the academic year and summer. The screen will list all students by status, name, Penn State ID number, start date, and end date. If there is more than one page it will be indicated in the upper right hand corner (for example, PAGE 1 OF 3). Press the "Enter" or "Control" key to view the next page. Press the PF9 key to toggle between fall/spring and summer.

CHAPTER 4

A. AFEB - BUDGET NUMBER SEARCH SCREEN

When you enter a job on the AFEJ screen, a job number will automatically be assigned to that position. You will need to know this number when you want to hire a student or if you want to make a change to the position. It is important that you make a note of the assigned number when you have created a position and the record is updated. However, you may forget to write this number down. This screen was created so that you can find that job number when this occurs. This screen was designed to search for job numbers based on budget numbers and academic years. The following steps will help you find job numbers for the positions that you create.

Following is an example of a blank AFEB screen. A brief description is provided for each item found on the screen. You may find it useful to review this information prior to using this screen so you can become familiar with the items.

```
AFEB
                                     BUDGET NUMBER SEARCH SCREEN           07/14/05 14:17:28
BUDGET      -      -      ACAD YR
SUPERVISOR NAME      TYPE  JOB #  JOB TITLE
```

CONTINUE N

BUDGET: Budget number as it appears in the IBIS Payroll system

ACAD YR: Academic year

SUPERVISOR NAME: Names of supervisors who have created a position using the entered budget number

TYPE: The level of the job, UG, GR, MD, or LW from the job proposal

JOB #: Job number assigned to the created position

JOB TITLE: Job title of the position

CONTINUE: Indicates if the list of supervisor names has additional pages -

“N” = no additional pages

“Y” = additional pages available for viewing

B. LOOKING FOR A JOB NUMBER

STEP 1

After signing onto ISIS, you will be at the main menu. To fast path to this screen, tab the cursor to the bottom left hand corner of the screen and type the screen name "AFEB" and press the "Enter" or "Control" key. The blank AFEB screen will appear.

If you are already working in ISIS, tab the cursor to the bottom left hand corner of whatever screen you were working on and type "AFEB" and press the "Enter" or "Control" key. The blank AFEB screen will appear.

STEP 2

For the field BUDGET, enter the budget number that you would have used when creating the position on the AFEJ screen. These numbers should be entered in the same format that is used on the IBIS WAGC screen to pay the student, for example BUDGET 01-089-21 UP.

If you are uncertain as to the correct budget number or the format that must be used, please contact the Finance Officer for your department.

STEP 3

For the field ACAD YR, enter the academic year for which the position was created. The academic year should be entered without hyphens, for example 200506. Press the "Enter" or "Control" key.

STEP 4

The screen will bring up **all** of the positions that have been created under the budget number you entered. The screen will display the names of supervisors, the type of position, UG, GR, MD, or LW, the assigned job number and the job title. If there is a second page of jobs, a "Y" will appear in the field CONTINUE, with the message "Press Enter for Additional Jobs". Since all of the positions created under this budget number are being displayed, it may be necessary to page through all of the available pages to locate your position.

STEP 5

Once you have located the job number for the position you were looking for, you can go to the AFEJ screen to review the position information or to the AFEE screen to hire a student.

STEP 6

If you created positions using other budget numbers and/or for other academic years, you would follow the above steps to view the positions under a different budget number and/or academic year.