



Reports

WHAT YOU SHOULD KNOW ABOUT DOWNLOADING REPORTS	3
LIST OF ALL STUDENTS IN DEPARTMENT	5
PAID TIME SHEET REPORT	6
PAYROLL PERIODS	7
VIEW FEDERAL WORK STUDY BALANCE	8
TIME SHEET HISTORY	9
REPORT OF TIME SHEETS NOT APPROVED	10

What You Should Know About Downloading Reports

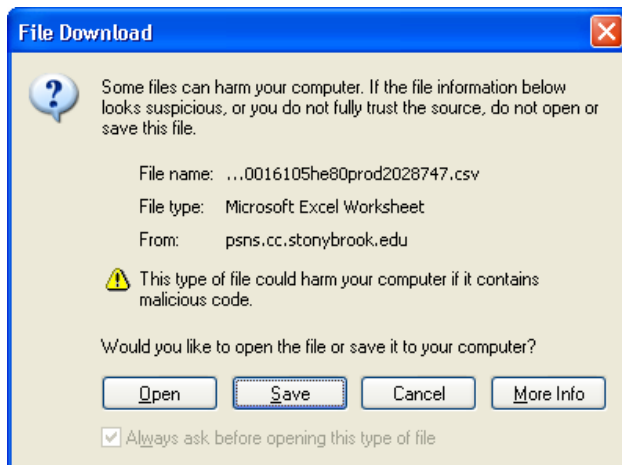
The Student Employment Reports can be downloaded to a spreadsheet in Excel.



You do this by clicking the **Download to Excel** button on the page.

Depending upon your operating system, and upon other system, application and browser settings, the following may happen when you click this button:

- Your browser may launch Excel and open the file in Excel without prompting you for a choice. Remember to name it and save it in a folder on your computer.
- The **File Download** dialog box will open.



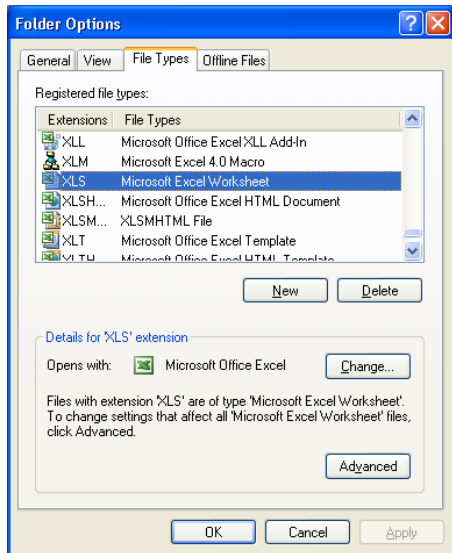
Click **Save**.

You can open it in Excel later.

- The Excel document may open directly in your web browser. If this happens, you must change your **Folder Options** setting so that you will be prompted to download the document in Excel.

To change your Folder Options settings:

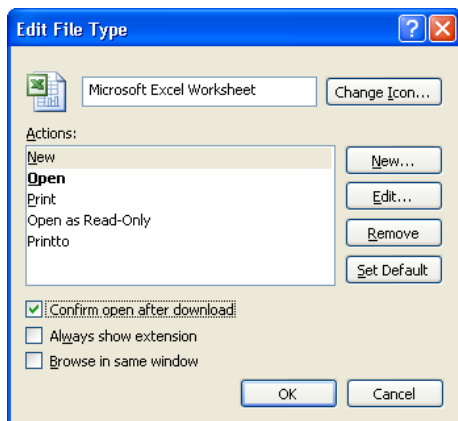
- Open **My Computer**
- Click **Tools/Folder Options**



Click the **File Types** tab

Scroll down and select **Microsoft Excel Worksheet (Extensions XLS)**

Click **Advanced**



Only the **Confirm open after download** option should be selected.

Click **OK**.

Close the Folder Options dialog box.

List of All Students in Department

You can print a roster of all students in your department. This roster will include all of the assignment information for all those active assignments in your department.

Manage Student Workforce
[Department Assignments](#), **List SA/FWS Emp in Department**, [End Student Assignment](#), [SA/FWS Clearance](#), [Appointment Extension](#), [Paid Timesheet](#), [Request](#), [End Request From Access Code](#), [Policy for Grad Student Hours](#)

Student Time Sheets
[Approve Timesheets](#), [View FWS Balance](#), [List Not Approved Timesheets](#), [Timesheet History By Dept](#), [SA/FWS Payroll Period](#)

- From the SOLAR homepage click **Manage Student Workforce > List SA/FWS Emp in Department** on the SOLAR homepage.

List SA/FWS Emp in Department
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Department ID:

Department Name:

Case Sensitive

[Basic Search](#)

Enter your 8 digit **Department ID** and click **Search**.

List of All SA/FWS Emp in Dept

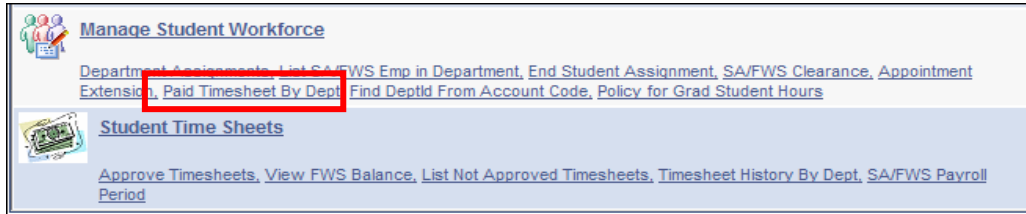
Department: 84083500 Client Support

Click the **Download to Excel** button to generate a spreadsheet

Dept ID	Department	Acct	Assign#	Eff Status	Asgn Status	Action Dt	Job Code	Mail Drop ID	Auth 1	Auth 2	Auth 3	Incumbent	Name
84083500	Client Support	84083500	30000199	I	F	09/27/2002	1971	ADMN TECH					lock, Kathleen A
84083500	Client Support	84083500	30000551	I	F	05/22/2002	1971	ADMN TECH					ingh, Latchmai

Paid Time Sheet Report

The **Paid Time sheet by Dept** report can be used to track your department Student Employment expenditures by Pay Period (total hours worked and total amount paid for each student).



- From the SOLAR homepage click **Manage Student Workforce > Paid Time sheet by Dept**

Paid Time Sheet By Dept
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Pay Period Id:

Department ID:

Department Name:

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Search Results
 View All First 1-41 of 41 Last

Pay Period Id	Department ID	Department Name
601	84083500	Client Support
602	84083500	Client Support
603	84083500	Client Support
604	84083500	Client Support
605	84083500	Client Support

Enter your 8 digit **Department ID** and click **Search**.


Select the **Pay Period** that you would like to view.

(to obtain a list of dates for each Pay Period go back to the SOLAR homepage and click the **SA/FWS Payroll Period** link)

Su Wb Satspd Lst

Department: 84083500 Client Support

Pay Period Id: 401

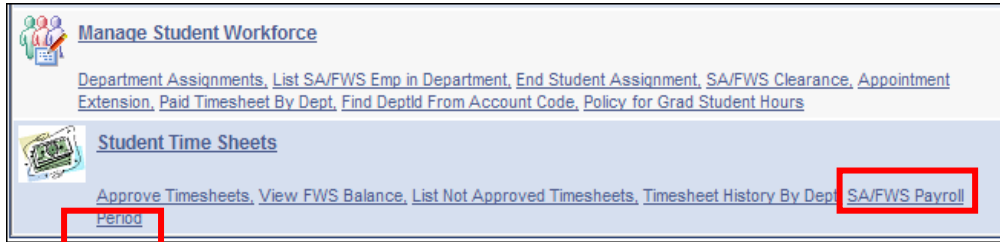


Click the **Download to Excel** button to generate a spreadsheet

EmplID	Name	Assign Nbr	Acct Cd	Begin Date	End Date	Total Hours	Hourly Rate	Total Amount Paid	Locatio
		30000553	84083500	03/26/2004	04/02/2004	20.00	7.250000	145.01	S5410 Melville Library
									S5410

Payroll Periods

You can use the SA/FWS Payroll Periods page to view the Start Date, End Date, Approval Deadline and Check Date for each Student Employment Payroll Period.



The screenshot shows the 'Manage Student Workforce' section with a 'Student Time Sheets' sub-section. The 'SA/FWS Payroll' link is highlighted with a red box, and the 'Period' link below it is also highlighted with a red box.

- From the SOLAR homepage click **Student Time Sheets > SA/FWS Payroll Period**

SA/FWS Payroll Period					
First ◀ 1-52 of 52 ▶ Last					
Pay Period	Start Date	End Date	Apprvl Deadline	Check Date	Comment
301	03/27/2003	04/09/2003	04/11/2003	05/02/2003	
302	04/10/2003	04/23/2003	04/25/2003	05/16/2003	
303	04/24/2003	05/07/2003	05/09/2003	05/30/2003	
304	05/08/2003	05/21/2003	05/23/2003	06/13/2003	

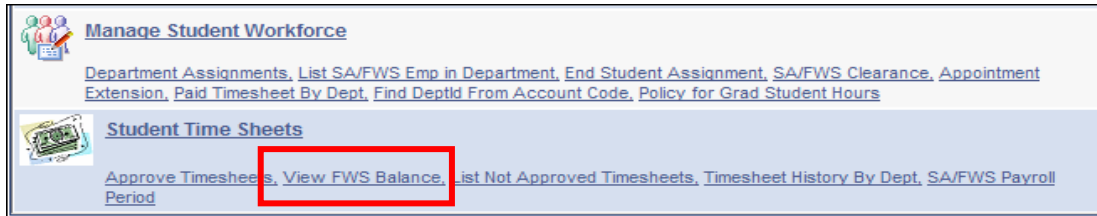
Download to Excel

If you want to download this table to Excel click this link at the bottom of the page.

Federal Work Study Balance

Student Employment Coordinators should check the Federal Work Study balance for their students every pay period!

The **SA/FWS Clearance** page shows the Federal Work Study award minus any salary that has actually been paid to the student to date. The **View FWS Balance** page provides more up to date information because it also includes the payroll pending from time sheets submitted.



- From the SOLAR homepage click **Student Time Sheets > View FWS Balance**

View FWS Balance

Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

EmplID: begins with 100200300

Aid Year: begins with

Disbursement Plan: begins with

Name: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the student's Stony Brook ID in the **EmplID** field and click **Search**.

FWS Balance

View Federal Work Study Balance

EmplID: 100200300 Smith, John

Aid Year: 2005 Disbursement Plan: FS

Accepted Award Amount:	1585.00
Disbursed (Paid) Amount:	0.00
Payroll Pending Amount:	96.00
Current Time Sheet(s):	112.00000
Current FWS Balance:	1377.00

Return to Search Next in List Previous in List

The Current FWS Balance is calculated by subtracting the **Disbursed Amount, Payroll Pending Amount, and Current Time Sheet(s)** from the **Accepted Award Amount**.

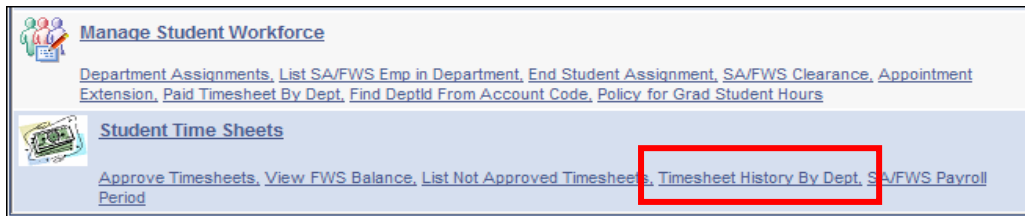
Click the **Return to Search** button to go back to the search page and enter another student's EmplID.

This is not a downloadable report but you can print the page by clicking the **File** menu and selecting **Print**.

Time Sheet History

On the Wednesday immediately following the end of a student payroll period, the approved and denied time sheets will be extracted from the database. This extract file will be used in the payroll generation process. Once this extract is complete those time sheet entries will no longer appear in the **List Not Approved Time sheets** report.

You can use the **Time sheet History by Dept** page to view the extracted time sheet information. If you made any changes to a time entry you can also use this page to compare the hours that the student entered to the hours that you changed.



- From the SOLAR homepage click **Student Time Sheets > Time sheet History by Dept**

Timesheet History By Dept
Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

Department: begins with [84083500]
 EmplID: begins with [100200300]
 Assignment Number: begins with []
 Pay Period Id: begins with []
 Account Code: begins with []
 Job Type: begins with []
 Department: begins with []
 Name: begins with []

Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

Enter your 8 digit Department ID

Enter the student's Stony Brook ID in the **EmplID** field

Click **Search**

Select the **Pay Period** that you want to view

Time Sheet Paid History

DeptID: 86040300 General Library Public Service Assignment Number: 30007528
 EmplID: []
 Account Code: 86040300

Pay Period	SA/FWS Time Dt	SA/FWS Time In	SA/FWS TimeOut	SPV Time Dt	SPV Time In	SPV TimeOut	Hourly Rate	Work Hours	Amount	Status	Supervisor
313	09/24/2003	11:00AM	4:00PM	09/24/2003	11:00AM	4:00PM	7.000000	5.00	35.00	A	Z0018413
313	09/23/2003	11:30AM	12:30PM	09/23/2003	11:30AM	12:30PM	7.000000	1.00	7.00	A	Z0018413
313	09/22/2003	11:00AM	1:00PM	09/22/2003	11:00AM	1:00PM	7.000000	2.00	14.00	A	Z0018413

Pay Period Id: 313 Check Date: 10/17/2003 Total Hours: 8.00 Amount: 56.00

[Return to Search] [Next in List] [Previous in List]

To print this page click the **File** menu and select **Print**.

To view the time sheet history for another student click the **Return to Search** button.

Time Sheets Waiting to be Approved

The **List Not Approved Time sheets** report will give you a list of all students for whom you are listed as an “Authorizer” for time sheet approval who have a time sheet that still needs to be approved.

If you have a lot of students that you are responsible for this report will help you keep track of what’s been approved and what hasn’t.

Manage Student Workforce

Department Assignments, List SA/FWS Emp in Department, End Student Assignment, SA/FWS Clearance, Appointment Extension, Paid Timesheet By Dept, Find DeptId From Account Code, Policy for Grad Student Hours

Student Time Sheets

Approve Timesheets, View FWS Balance, **List Not Approved Timesheets**, Timesheet History By Dept, SA/FWS Payroll Period

- From the SOLAR homepage click **Student Time Sheets > List Not Approved Time sheets**

List Not Approved Timesheets

Enter any information you have and click Search. Leave fields blank for a list of

Find an Existing Value


Search by: Department begins with

[Advanced Search](#)

Enter your 8 digit **Department ID** and click **Search**.

Unapproved Time Sheets

Department: 86040300 General Library Public Service



Click the **Download to Excel** button to generate a spreadsheet

Incumbent EmpID	Name	Assignment Number	Job Code	Approval Status	Begin Date	Time In	Time Out	Total Hours	Comp Rate	Auth1	Auth2
		30001591	1971		08/02/2004	10:01 AM	02:01 PM	4.00	\$6.750000	100	
		30001591	1971		08/03/2004	09:01 AM	01:01 PM	4.50	\$6.750000	100	
		30001591	1971		08/03/2004	02:01 PM	08:01 PM	6.00	\$6.750000	100	
		30001591	1971		08/04/2004	01:01 PM	04:01 PM	3.00	\$6.750000	100	
		30001591	1971		08/04/2004	04:01 PM	08:01 PM	3.75	\$6.750000	100	

Note: If the student has more than one time sheet entry with a “blank “status this worksheet will display only the oldest entry