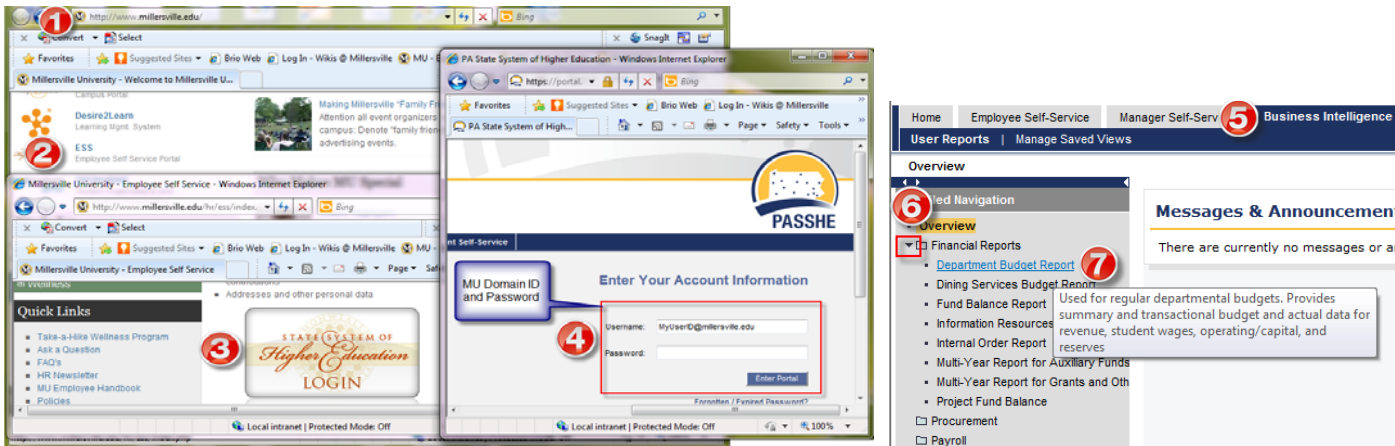


QUICK REFERENCE Student Employment

How to look at your student wage report and transactions for funds centers beginning with 601

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Go to MU Home Page 2. Click on ESS Link on left 3. Click Login 4. Enter MU Domain ID and Password | <ol style="list-style-type: none"> 5. Click the Business Intelligence tab 6. Click the black arrow to open the Financial Reports 7. Select report <ol style="list-style-type: none"> a. Department Budget Report (NOTE: This report is for all Funds Centers beginning with 601) |
|---|---|



Department Budget Report – Student Employment

| | |
|--|--|
| <ol style="list-style-type: none"> 1. Once the selection is made, the report will process and an entry form will appear 2. Enter appropriate fiscal year 3. Click OK 4. Summary will default to *Bud 1-A Pool Budget 5. Click the drop down for list of available reports 6. Scroll down and select Student Employment Summary | |
|--|--|

NOTE: The Summary report has 4 columns. The first is your budget. The second is your actual expenditures. **The third column is your budget balance remaining.** The final column is the percentage of your remaining budget balance.

The summary tab will provide your overall budget available. In order to review your actual transactions, click on the **Student Emp Trans** tab as highlighted below.

| | <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Fund</th> <th style="text-align: left;">Funds Center</th> <th style="text-align: left;">Commitment Item</th> <th style="text-align: left;">Student Employment</th> <th style="text-align: right;">Budget</th> <th style="text-align: right;">Actual</th> </tr> </thead> <tbody> <tr> <td>601100000</td> <td>6011272000</td> <td>BIOL Dept</td> <td>510580</td> <td>Univ Funded Std Empl</td> <td style="text-align: right;">26,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">7,181</td> </tr> <tr style="background-color: yellow;"> <td></td> <td></td> <td></td> <td>Result</td> <td></td> <td style="text-align: right;">26,000.00</td> </tr> <tr style="background-color: yellow;"> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">7,181</td> </tr> </tbody> </table> | Fund | Funds Center | Commitment Item | Student Employment | Budget | Actual | 601100000 | 6011272000 | BIOL Dept | 510580 | Univ Funded Std Empl | 26,000.00 | | | | | | 7,181 | | | | Result | | 26,000.00 | | | | | | 7,181 |
|-----------|--|-----------------|--------------------|----------------------|--------------------|--------|--------|-----------|------------|-----------|--------|----------------------|-----------|--|--|--|--|--|-------|--|--|--|---------------|--|------------------|--|--|--|--|--|--------------|
| Fund | Funds Center | Commitment Item | Student Employment | Budget | Actual | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 601100000 | 6011272000 | BIOL Dept | 510580 | Univ Funded Std Empl | 26,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 7,181 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Result | | 26,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | 7,181 | | | | | | | | | | | | | | | | | | | | | | | | | | |