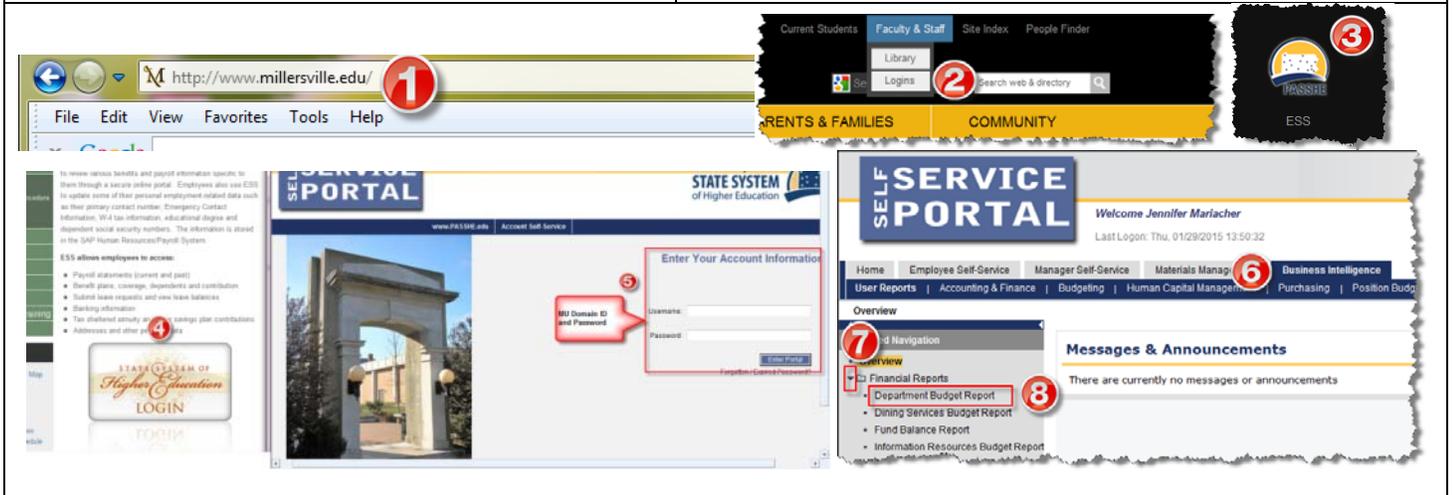How to look at your student wage report and transactions for funds centers beginning with 601

1. Go to MU Home Page 2. Hover over Faculty & Staff link; select Logins 3. Click ESS button 4. Click ESS Login 5. Enter MU Domain ID and Password (FirstName.LastName@millersville.edu)	6. Click the Business Intelligence tab 7. Click the black arrow to open the Financial Reports 8. Select report a. Department Budget Report (NOTE: This report is for all Funds Centers beginning with 601)

Department Budget Report – Student Employment

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.