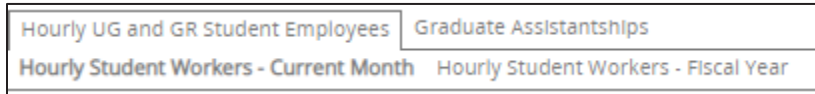# Student Supervisor Storyboard

Panther Analytics HCM
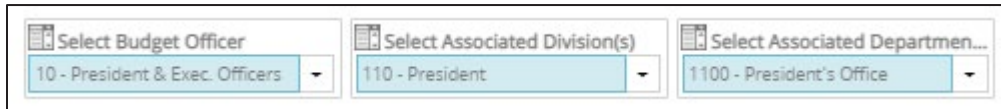
This storyboard is organized into tabs along the top of the storyboard. Contained in each tab are multiple pages.

Hourly UG and GR Student Employees	Graduate Assistantships
Hourly Student Workers - Current Month	Hourly Student Workers - Fiscal Year

Hourly UG and GR Student Employees Tab

Navigation Steps:

1. Select Budget Officer
2. Select Associated Division(s)
3. Select Associated Department(s)

Select Budget Officer	Select Associated Division(s)	Select Associated Departmen...
10 - President & Exec. Officers ▾	110 - President ▾	1100 - President's Office ▾

Hourly Student Employees – Current Month

Student Employees with Position Details

Student Employees with Position Details

Employee Name	Employee ID	Position by Number	Pa
▨▨▨▨	▨▨▨	▨▨▨▨	St

This section of the report reflects data that were received and inputted into PeopleSoft HCM. (Please see payroll reports for data on wages paid to student employees.) For student employees you supervise, you will see:

- Employee Name
- Employee ID (emplid)
- Position by Number (FWS positions are designated as at the end "FWS")
- Pay Group (STA for academic year; STS for summer months. Impact taxation)
- Expected Job End Date (should be future dated)
- Supervisor Name (Person approving time reports)
- Department, Program and Fund
- Current Hourly Rate

Note: If a student works in multiple assignments, only the assignments in the authorized supervisors' departments are shown.

Annual FWS Award Status and Accepted Amount (from PeopleSoft Campus Solutions)

This section of the report reflects data on annual FWS award status and accepted amount for student employees who were given and accepted their FWS awards.

FWS Usage and Balance (from Payroll)

This section of the report reflects FWS usage and balance data by Aid Year. For example, for AY 2020 to 2021, select 2021.

Hourly Student Employees – Fiscal Year

On this page of the report you will find:

- Employee Name
- Employee ID (emplid)
- Position by Number
- Pay Group
- Expected Job End Date
- Hourly Rate from June (show pay progression if applicable)

Graduate Assistantships Tab

This tab of the report provides data to confirm graduate students in Graduate Assistantships.

Navigation Steps:

1. Select division
2. Select job code

Current Gships and Fiscal Year Gships

Employee	Position by Number	Position Budget Department	Position Bu
Overall Sum			
▓▓▓▓ ▓▓▓▓ ▓▓▓	▓▓▓▓ ▓▓▓▓▓▓▓ ▓▓	4900 - Attallah College- Educ Studies	49000 - Att
▓▓▓, ▓▓▓ ▓▓▓▓	▓▓▓▓▓ ▓▓▓▓▓▓▓▓	4900 - Attallah College- Educ Studies	49000 - Att

The data elements below are included on both the current and fiscal pages of the Graduate Assistantships tab.

- Employee Name
- Employee ID (emplid)
- Position by Number
- Department, Program, and Fund
- Account (Determines Gship type)
- Expected Job End Date
- Supervisor Name (Person approving time reports for non-course work)

Exporting Data from this Storyboard

This storyboard contains reports of two different kinds. They will need to be exported differently.

Start by ensuring that you are viewing the tab and page that you would like to export a copy of. Then click the Pyramid icon in the upper right-hand corner, and click Export/Print. Choose the format you would like the data to be exported as, such as Excel. When the file is ready, click on the link to download it. Depending on the format you chose, different elements of the report may have been exported as different tabs or sheets in one file.
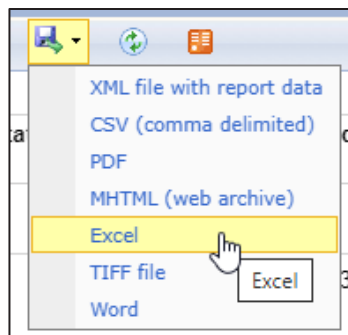
If you would like to export data from the FWS Usage and Balance (from Payroll) section of the storyboard, first run the report. Then click on the save icon above the results and choose Excel or CSV. The file will be downloaded.