



Eastern Kentucky University

PENGUIN

Student Work-Study
Training Guide: New Job & Renewals

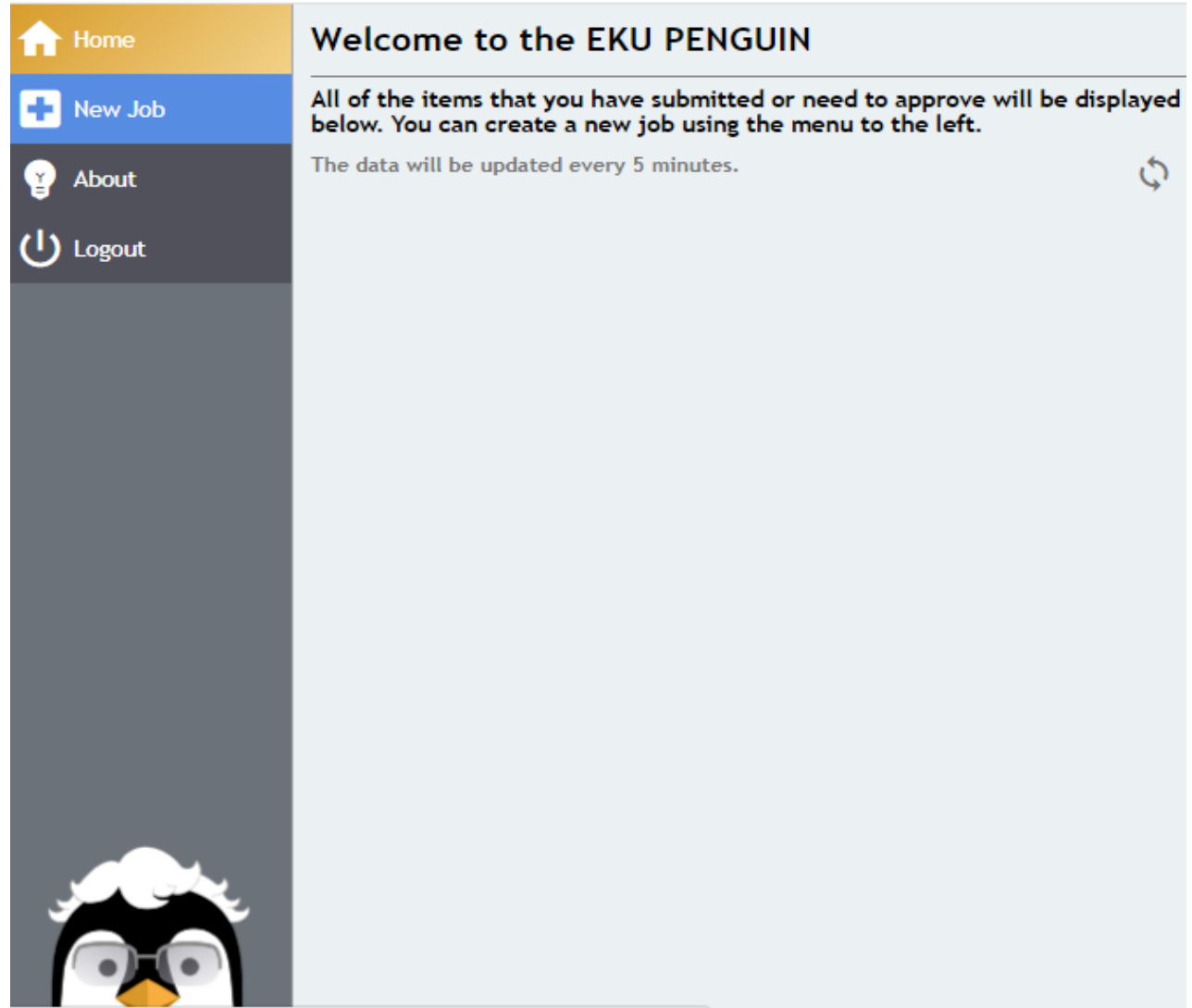
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Home Screen

This is where you will find all forms that have been submitted, are pending approval, or have completed the process.

Please monitor this page as nominations may be pending in your queue for your approval.



The screenshot shows a web application interface. On the left is a vertical navigation menu with four items: 'Home' (orange background), 'New Job' (blue background), 'About' (dark grey background), and 'Logout' (dark grey background). The main content area has a light blue background. At the top of the main area is a header 'Welcome to the EKU PENGUIN'. Below the header is a message: 'All of the items that you have submitted or need to approve will be displayed below. You can create a new job using the menu to the left.' Underneath this message is a refresh icon and the text 'The data will be updated every 5 minutes.' At the bottom of the screen, a cartoon penguin wearing glasses is visible.

New Institutional Work-Study (IWS) Job

For a new student job, enter the student's EKU ID/Name AND select the correct Term Code **before** clicking search.

Select the correct student.

Home

New Job

About

Search for a student

Enter either the EKUID and/or Name of the student that you would like to create a new job for.

EKUID Firstname Lastname

Snow White

Term Code

Summer 2021 Search

Click on the name of the student that you would like to create a new job for.

901123456 - Snow White

Prior Jobs: 4

New IWS Job

The student's information will appear here.

Funding type will appear here. If the student is eligible for FWS, the award amount will appear here.

Choose the position type (INSWKS).

Home

New Job

About

Student Information

901123456 Snow White

Term: 202210 - Fall 2021

College of Ltrs, Arts, SocSci BA in History

Financial Aid

Federal: N Award: Remaining:

Institutional: Y Federal Declined: N

Credit Hours: 15 Full-time

Position *

Choose...

Choose...

GAINST - Graduate Assistant Instruction

GARESE - Graduate Assistant Research

GASERV - Graduate Asst Service

INSSTF - Student PT Faculty

FEDWKS - Student-Federal Work Study

INSWKS - Student-Institutional WK Study

New IWS Job

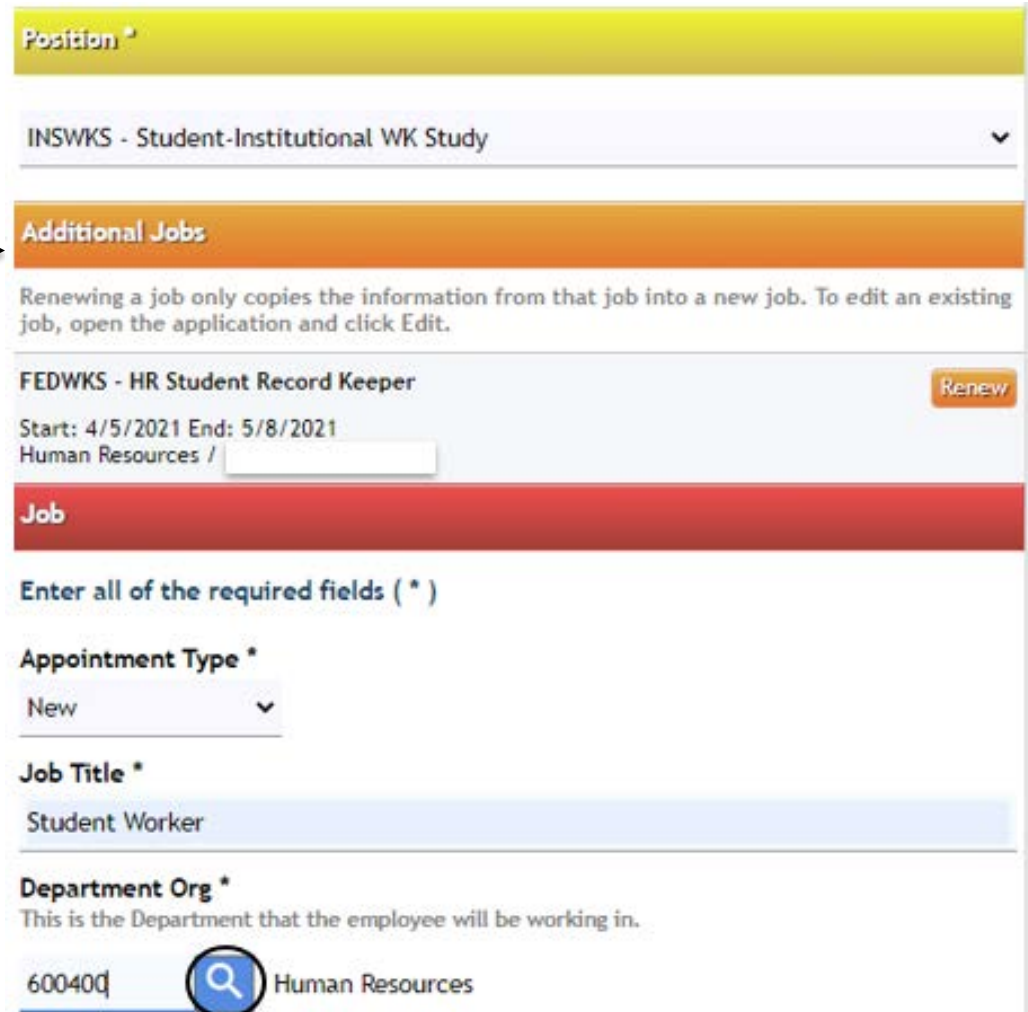
Additional jobs will appear here if any exist. 

Choose “New” under Appointment Type for a new job.

Add Job Title.

Add Department Org Code.

*If the org code isn't known, use the search feature and search for the department by name.



The screenshot shows a web form for creating a new IWS job. It features several sections: a yellow header for 'Position', a dropdown menu for 'Appointment Type' (currently showing 'INSWKS - Student-Institutional WK Study'), an orange 'Additional Jobs' section with a 'Renew' button, a red 'Job' section, and a white section for 'Enter all of the required fields (*)'. This section includes a dropdown for 'Appointment Type' (set to 'New'), a text input for 'Job Title' (containing 'Student Worker'), and a search field for 'Department Org' (containing '60040d') with a magnifying glass icon and the text 'Human Resources'.


New IWS Job


Select the student's timesheet approver.



Start and End Dates will populate automatically for the selected term. Adjust the dates as needed.

Add the hourly rate and hours requested.

This is the Department that the employee will be working in.

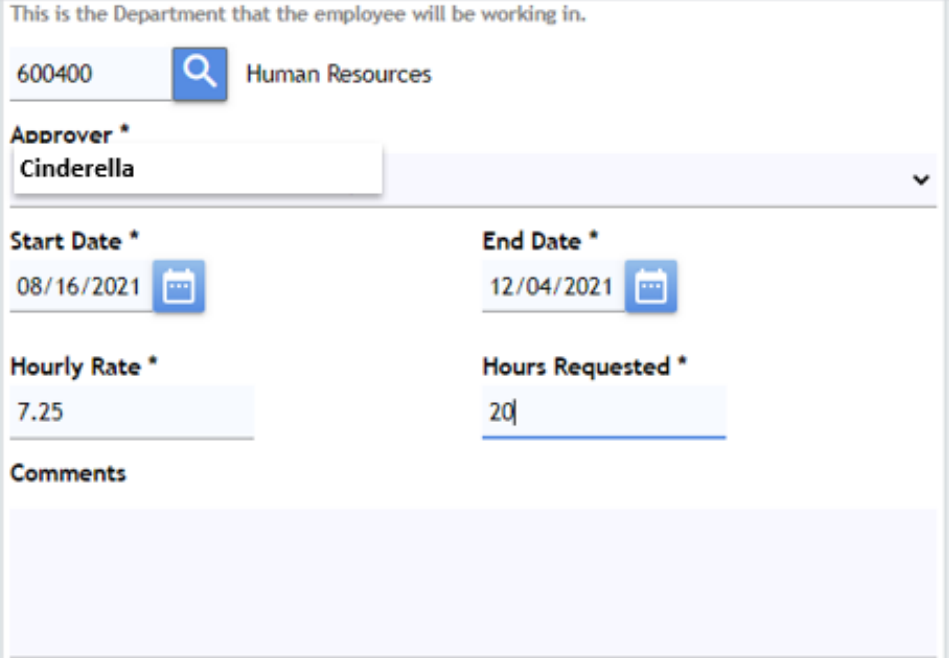
600400  Human Resources

Approver *
Cinderella 

Start Date * 08/16/2021  End Date * 12/04/2021 

Hourly Rate * 7.25 Hours Requested * 20

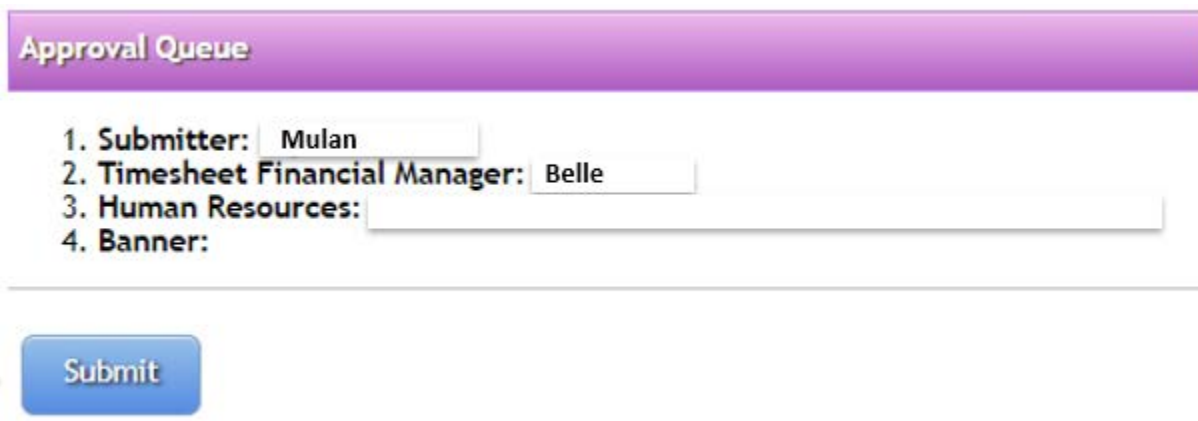
Comments



New IWS Job

Once all required fields are complete, the Submit button and the Approval Queue will appear.

Individuals listed in the Approval Queue are required to approve the form before it is imported to Banner.

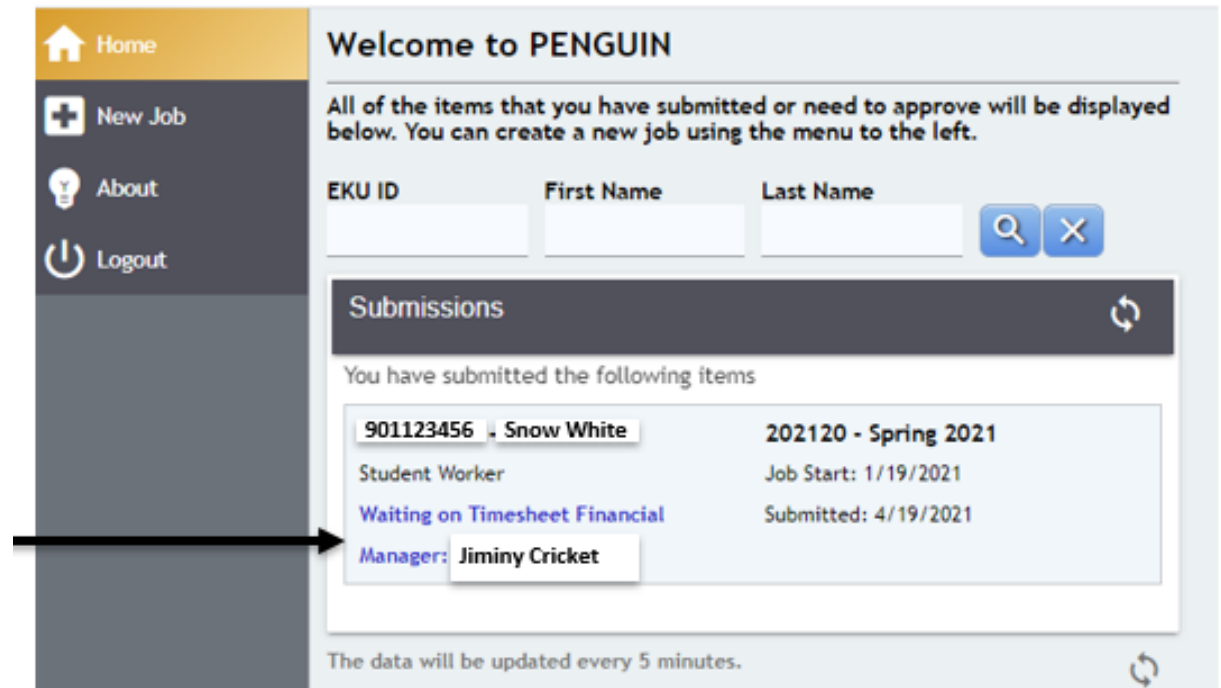


The screenshot shows a web form titled "Approval Queue" with a purple header. Below the header, there are four numbered fields for approval: "1. Submitter: Mulan", "2. Timesheet Financial Manager: Belle", "3. Human Resources:", and "4. Banner:". A blue "Submit" button is located at the bottom of the form, and a black arrow points to it from the left.

New IWS Job

Once a form is submitted, it will appear in the Home tab under Submissions.

The status can be found here.



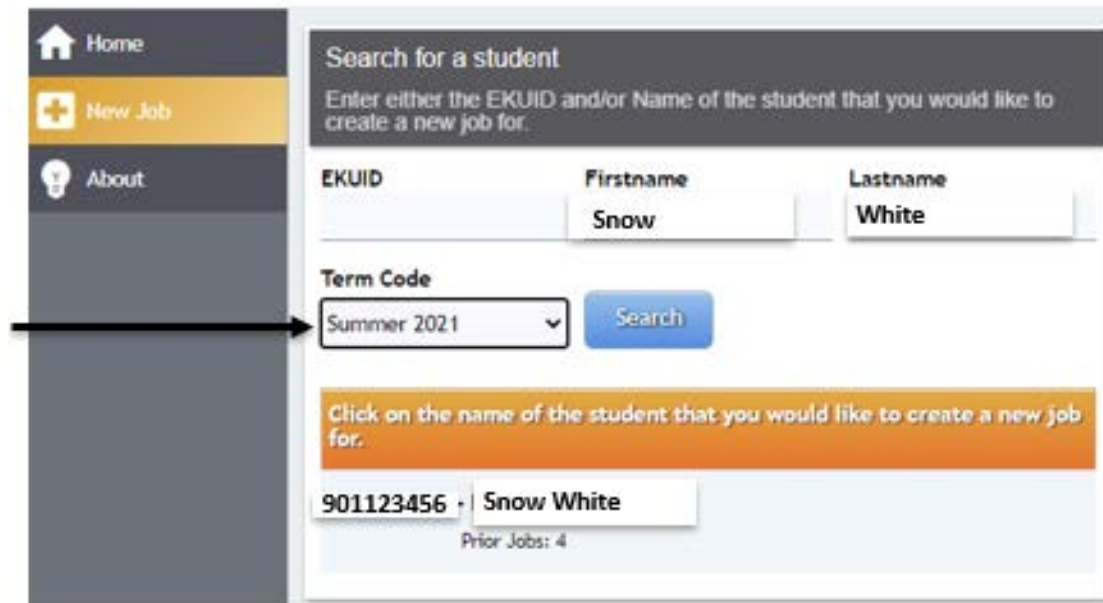
The screenshot displays the PENGUIN web application interface. On the left is a dark sidebar with navigation options: Home (orange), New Job (plus icon), About (lightbulb icon), and Logout (power icon). The main content area is light gray and titled "Welcome to PENGUIN". Below the title is a message: "All of the items that you have submitted or need to approve will be displayed below. You can create a new job using the menu to the left." There is a search bar with fields for "EKU ID", "First Name", and "Last Name", and search and close buttons. Below the search bar is a "Submissions" section with a refresh icon. It contains the text "You have submitted the following items" and a table of submission details. A black arrow points from the text "The status can be found here." to the "Manager: Jiminy Cricket" entry in the table.

Submission ID	Item Name	Term
901123456	Snow White	202120 - Spring 2021
	Student Worker	Job Start: 1/19/2021
	Waiting on Timesheet Financial	Submitted: 4/19/2021
	Manager: Jiminy Cricket	

New Federal Work-Study (FWS) Job

For a new student job, enter the student's ECU ID/Name AND select the correct Term Code **before** hitting search.

Select the correct student.



The screenshot shows a web interface for creating a new job. On the left is a navigation menu with 'Home', 'New Job', and 'About'. The main area is titled 'Search for a student' and contains a search form. The form has three input fields: 'EKUID', 'Firstname' (containing 'Snow'), and 'Lastname' (containing 'White'). Below these is a 'Term Code' dropdown menu set to 'Summer 2021' and a blue 'Search' button. An orange banner below the search form says 'Click on the name of the student that you would like to create a new job for.' Below the banner, a search result is displayed: '901123456 - Snow White' with 'Prior Jobs: 4' underneath. A black arrow points from the 'New Job' menu item to the search form.

New FWS Job

The Financial Aid box will display the fiscal year **Federal Award** amount for that student.

Remaining amount will display the award amount left once the student begins earning their award.

The screenshot shows a web interface with the following sections:

- Student Information** (blue header):
 - 901123456 - Snow White
 - Term: 202120 - Spring 2021
 - College of Ltrs, Arts, SocSci BA in History
- Financial Aid** (green header):
 - Federal: Y Award: 2500 Remaining: 2500 (with arrows indicating flow)
 - Institutional: Y Federal Declined: N
 - Credit Hours: 16 Full-time
- Position *** (yellow header):
 - FEDWKS - Student-Federal Work Study (dropdown menu)

New FWS Job

Additional jobs will appear here if any exist.



Choose “New” under Appointment Type for a new job.

Add Job Title.

Add Department Org Code.

*If the org code isn't known, use the search feature and search for the department by name.

The screenshot shows a web application interface for creating a new FWS job. The interface is divided into several sections:

- Position ***: A dropdown menu showing "FEDWKS - Student-Federal Work Study".
- Additional Jobs**: A section with an orange header. Below the header, there is a text box explaining: "Renewing a job only copies the information from that job into a new job. To edit an existing job, open the application and click Edit." Below this, there are two entries for "FEDWKS - HR Student Record Keeper". Each entry shows a start and end date (e.g., "Start: 1/19/2021 End: 5/1/2021") and a "Human Resources /" field. To the right of each entry is a "Renew" button.
- Job**: A section with a red header. Below the header, there is a text box: "Enter all of the required fields (*)". Below this, there are three fields:
 - Appointment Type ***: A dropdown menu showing "New".
 - Job Title ***: A text input field containing "Student Worker".
 - Department Org ***: A text input field containing "600400". To the right of the input field is a search icon (magnifying glass) and the text "Human Resources". Below the input field, there is a small text box: "This is the Department that the employee will be working in."


New FWS Job

Select the student's timesheet approver.


Start and End Dates will populate automatically for the selected term. Adjust the dates as needed.


Add the hourly rate and hours requested.


This is the Department that the employee will be working in.

600400  Human Resources

Approver *

Cinderella 

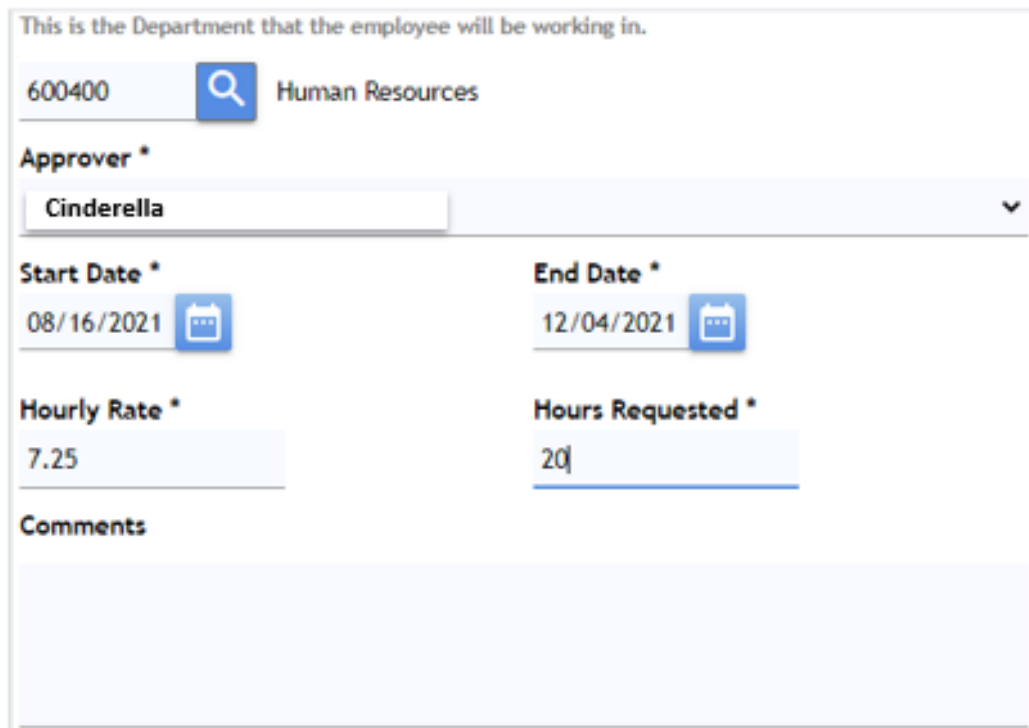
Start Date * 08/16/2021 

End Date * 12/04/2021 

Hourly Rate * 7.25

Hours Requested * 20


Comments



New FWS Job

Once all required fields are complete, the Submit button and the Approval Queue will appear.

Individuals listed in the Approval Queue are required to approve the form before it is imported to Banner.



The screenshot shows a web form titled "Approval Queue" with a purple header. Below the header is a list of four approvers, each with a name in a text box and a checkbox to its right:

- 1. Submitter:
- 2. Financial Aid:
- 3. Human Resources:
- 4. Banner:

Below the list is a blue "Submit" button. A black arrow points to the left of the button.

Job Approval

Once a job has been approved, it will be marked as **Finished**.

The position and suffix will be displayed here.

The screenshot shows the PENGUIN system interface. On the left is a navigation menu with options: Home, New Job, About, and Logout. The main content area is titled 'Welcome to PENGUIN' and contains a search bar with fields for 'EKU ID', 'First Name', and 'Last Name'. Below the search bar is a 'Submissions' section with a refresh icon. It lists a submitted item: '901123456 - Snow White' for '202120 - Spring 2021'. The job is a 'Student Worker' with a 'Job Start' of '1/19/2021' and a 'Submitted' date of '4/19/2021'. The status is 'Finished: 4/19/2021' and the suffix is 'INSWKS-01'. An arrow points from the text 'The position and suffix will be displayed here.' to the 'Snow White' job entry.

***Once moved to Finished, jobs will automatically be imported to Banner**

Job Renewal

Search for your student in the **New Job** tab.

Click Renew.

Job information will populate automatically.

Home

New Job

About

Student Information

901123456 | Snow White

Term: 202210 - Fall 2021

College of Ltrs, Arts, SocSci BA in History

Financial Aid

Federal: N	Award:	Remaining:
Institutional: Y	Federal Declined: N	
Credit Hours: 15	Full-time	

Position *

INSWKS - Student-Institutional WK Study

Additional Jobs

Renewing a job only copies the information from that job into a new job. To edit an existing job, open the application and click Edit.

FEDWKS - HR Student Record Keeper [Renew](#)

Start: 4/5/2021 End: 5/8/2021

Human Resources

Job Renewal

Appointment type will change to Renewal.



Fields will populate from previous job.

Check to ensure the hourly rate is correct and add the hours requested.

Job

Enter all of the required fields (*)

Appointment Type *
Renewal

Job Title *
HR Student Record Keeper|

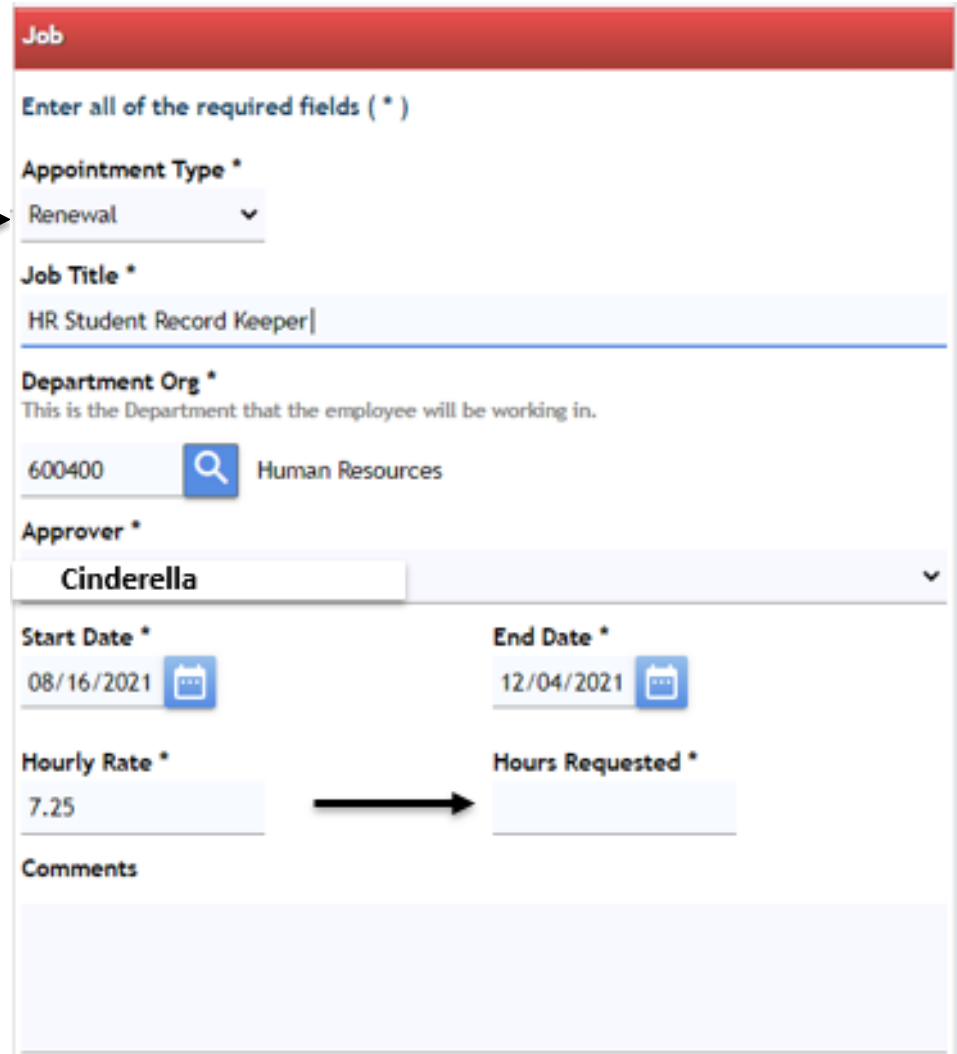
Department Org *
This is the Department that the employee will be working in.
600400 Human Resources

Approver *
Cinderella

Start Date * 08/16/2021
End Date * 12/04/2021

Hourly Rate * 7.25
Hours Requested *

Comments



Job Renewal

Once all required fields are complete, the Submit button and the Approval Queue will appear.

Individuals listed in the Approval Queue are required to approve the form before it is imported to Banner.

Approval Queue

1. Submitter:
2. Timesheet Financial Manager:
3. Human Resources:
4. Banner:

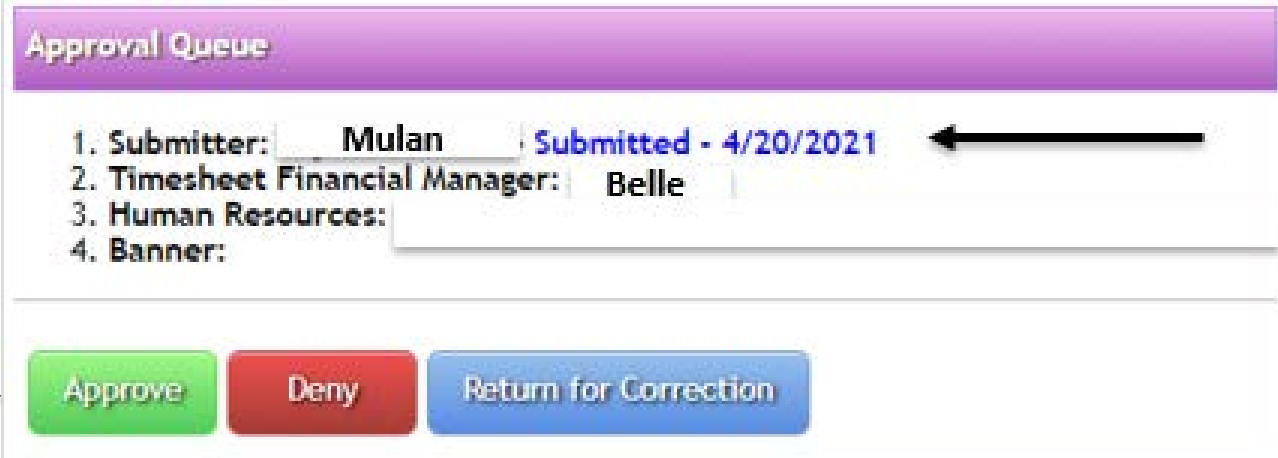
Submit

Approval Queue

Once the submitter approves the form it will be stamped in blue as **Submitted** with the date approved.

The next approver in the queue will review the form and have the option to Approve, Deny, or Return for Correction.

- Supervisors can check the approval status at any time by checking the approval queue at the bottom of the form or on the Home screen.



The screenshot displays the 'Approval Queue' interface. At the top, there is a purple header with the text 'Approval Queue'. Below the header, there is a list of items. The first item is '1. Submitter: **Mulan** Submitted - 4/20/2021', where 'Submitted - 4/20/2021' is in blue text. A black arrow points to this blue text. The second item is '2. Timesheet Financial Manager: Belle'. The third item is '3. Human Resources:' and the fourth is '4. Banner:'. Below the list, there are three buttons: a green 'Approve' button, a red 'Deny' button, and a blue 'Return for Correction' button. A black arrow points to the 'Approve' button.

Definitions

GA: Graduate Assistant

IWS: Institutional Work Study

FWS: Federal Work Study

PENGUIN: Pogatshnik Employment for Graduate and Undergraduate Information Network