



Eastern Kentucky University

PENGUIN

Student Work-Study
Training Guide

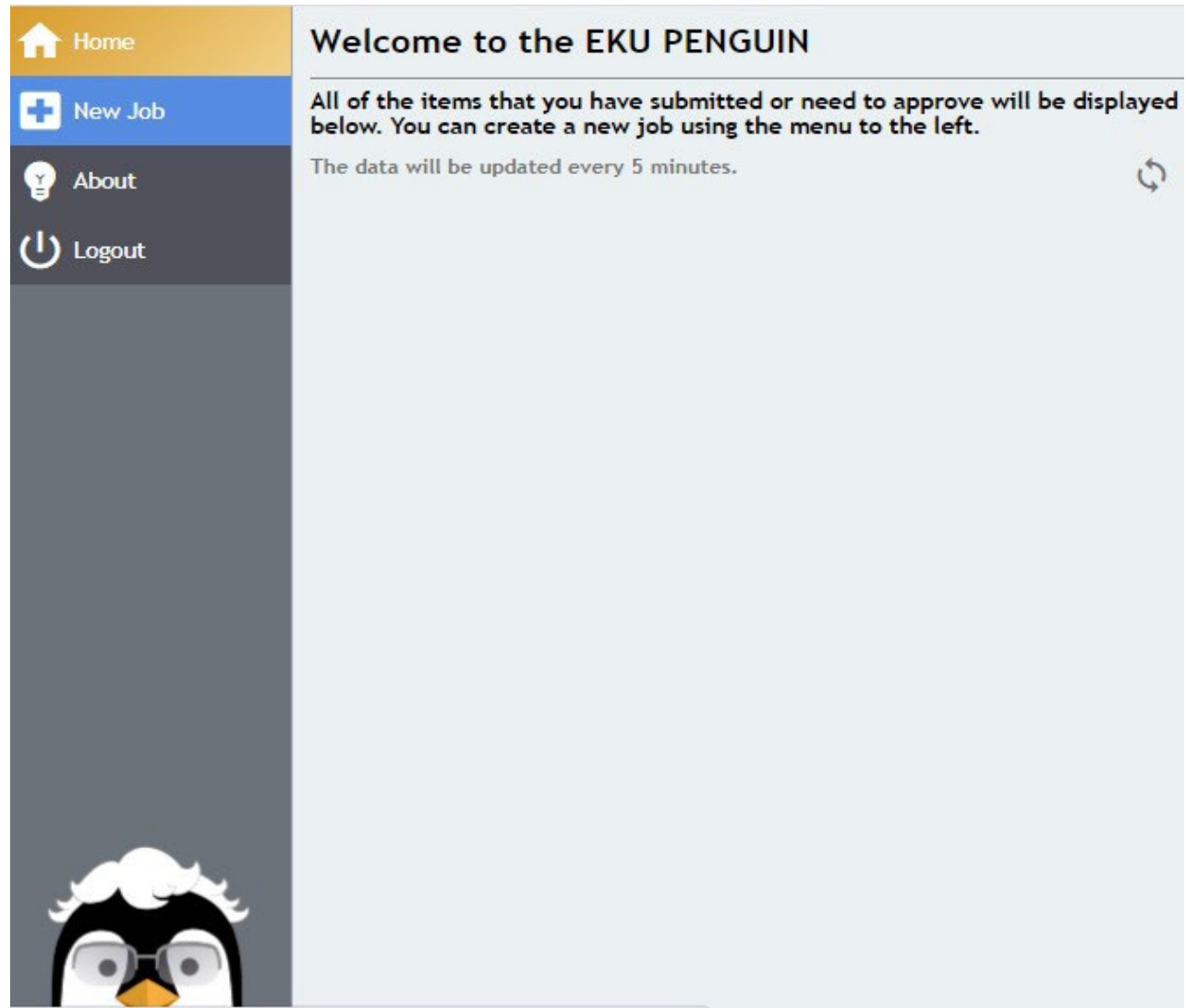
Contents

Penguin Home Screen.....	3
New Institutional Work-Study (IWS).....	4–13
New Federal Work-Study (FWS).....	14-23
Job Renewal.....	24-31
Definitions.....	32

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' (with a house icon), 'New Job' (with a plus sign icon), 'About' (with a lightbulb icon), and 'Logout' (with a power icon). The main content area is titled 'Welcome to the EKU PENGUIN'. Below the title, it states: '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.' Below this, it says 'The data will be updated every 5 minutes.' with a circular refresh icon on the right. At the bottom of the page, a cartoon penguin wearing glasses is visible.

New Institutional Work Study



New Institutional Work-Study (IWS)

Enter the student's ECU ID or Name.

Select the correct Term Code.

The screenshot shows a web application interface for Institutional Work-Study (IWS). On the left is a dark grey sidebar with navigation options: Home (house icon), New Job (plus icon, highlighted in orange), About (lightbulb icon), and Logout (power icon). The main content area has a dark grey header with the text 'Search for a student' and a sub-header 'Enter either the ECU ID and/or Name of the student that you would like to create a new job for.' Below this is a red warning message: 'Students must be registered for the semester.' The form contains three input fields: 'EKUID', 'Firstname', and 'Lastname'. Below these is a 'Term Code' dropdown menu currently set to 'Spring 2023'.

New IWS Job

The student's information will appear here.

Work Study eligibility and enrollment will appear under Financial Aid.

The FWS award amount will also appear here if the student is eligible.

Student Information

901234567 – Mickey Mouse

Term: 202320 - Spring 2023

College of

Financial Aid

Federal: N

Institutional: Y

Credit Hours: 15

Additional Employment: Y

Award:

Federal Declined: N

Full-time

Remaining:

New IWS Job

Choose the position type
(INSWKS).



Position *

Please select the position that best fits your student employment need.

[Graduate Assistantships](#)

GAINST - Graduate Assistant Teaching, Instruction, or Facilitation

Develops teaching skills in the academic discipline.
Selecting this position will also add the GA to the faculty file as needed for inload facilitation assignments.

GARESE - Graduate Assistant Research

Conducts research, including but not limited to collecting, observing, coding, testing, and/or analyzing data.

GASERV - Graduate Assistant Service

Provides service to EKU's community.
Develops professional and career advancement opportunities.

[Student Positions](#)

FEDWKS - Federal Work-Study

Students must be eligible for federal funding and enrolled in a minimum of 6 credit hours.

INSWKS - Institutional Work-Study

Students must be enrolled in a minimum of 12 credit hours.

INSSTF - Student Stipend

Choose...



New IWS Job

Additional or former jobs
will appear here



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.

New IWS Job

Choose “New” under
Appointment Type.

Add Job Title.

Add Department Org


Code (if the org code isn't
known, use the search feature
for the department name).

Job


Enter all of the required fields (*)


Appointment Type *
New ▾

Job Title *

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

Approver *
Choose... ▾

Start Date *
01/15/2023 

End Date *
05/13/2023 

Hourly Rate *

Hours Requested *

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.

Job



Enter all of the required fields (*)

Appointment Type *
New ▾

Job Title *

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

Approver *
Choose... ▾

Start Date * 01/15/2023  **End Date *** 05/13/2023 

Hourly Rate * **Hours Requested ***

New IWS Job

Comments

Any approver in the process may add comments.

HR will add notes about new hire paperwork, enrollment, or any funding issues.

Job

Enter all of the required fields (*)

Appointment Type *
New ▾

Job Title *

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

600400 Human Resources

Approver *
Choose... ▾

Start Date * 01/15/2023 **End Date *** 05/13/2023

Hourly Rate * **Hours Requested ***

Comments

New IWS Job

Once all required fields are complete, the approval queue will appear. Click the **Submit** button.

Approval Queue

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

Submit

Cancel

Individuals in the Approval Queue are required to approve the form before it can be processed.

New IWS Job

Submitted forms will appear in the **Home** tab.

The status can be found here.

Welcome to PENGUIN

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.

EKU ID First Name Last Name

Submissions

You have submitted the following items

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

The data will be updated every 5 minutes.

A “Finished” status will appear when the PENGUIN is finalized and processed. The student and submitter will receive an automatic email regarding work approval.

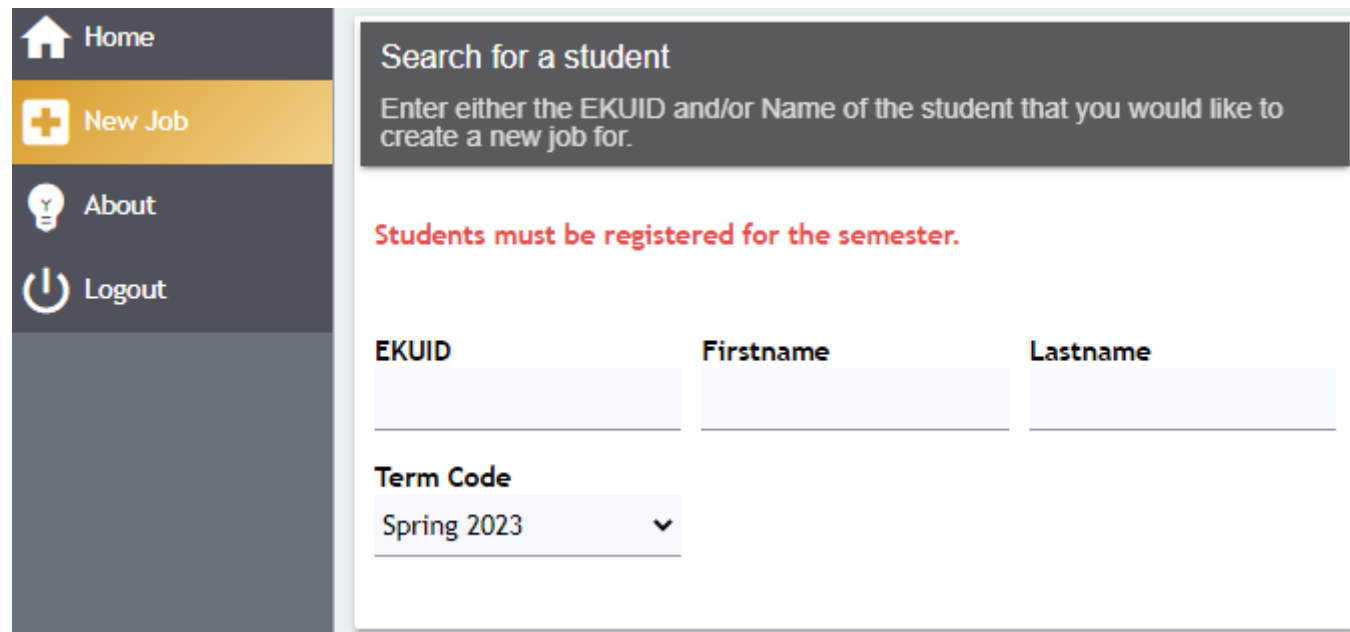
New Federal Work Study



New Federal Work-Study (FWS)

Enter the student's EKU ID or Name.

Select the correct Term Code.



The screenshot displays a web application interface for creating a new Federal Work-Study (FWS) job. On the left is a dark grey sidebar with four navigation items: 'Home' (house icon), 'New Job' (plus icon, highlighted in orange), 'About' (lightbulb icon), and 'Logout' (power icon). The main content area has a dark grey header with the text 'Search for a student' and a sub-header 'Enter either the EKUID and/or Name of the student that you would like to create a new job for.' Below this is a red warning message: 'Students must be registered for the semester.' The form contains three input fields for 'EKUID', 'Firstname', and 'Lastname'. Below these is a 'Term Code' dropdown menu currently set to 'Spring 2023'.

New FWS Job

The student's information will appear here.

Work Study eligibility and enrollment will appear under Financial Aid.

The FWS award amount will also appear here if the student is eligible.

Student Information

901234567 – Mickey Mouse

Term: 202320 - Spring 2023

College of

Financial Aid

Federal: N

Institutional: Y

Credit Hours: 15

Additional Employment: Y

Award:

Federal Declined: N

Full-time

Remaining:

New FWS Job

Position *

Please select the position that best fits your student employment need.

[Graduate Assistantships](#)

GAINST - Graduate Assistant Teaching, Instruction, or Facilitation

Develops teaching skills in the academic discipline.
Selecting this position will also add the GA to the faculty file as needed for inload facilitation assignments.

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Conducts research, including but not limited to collecting, observing, coding, testing, and/or analyzing data.

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Provides service to EKU's community.
Develops professional and career advancement opportunities.

[Student Positions](#)

FEDWKS - Federal Work-Study

Students must be eligible for federal funding and enrolled in a minimum of 6 credit hours.

INSWKS - Institutional Work-Study

Students must be enrolled in a minimum of 12 credit hours.

INSSTF - Student Stipend

Choose...

Choose the position type
(FEDWKS).



New FWS Job

Additional or former jobs
will appear here



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.

New FWS Job

Choose “New” under
Appointment Type.

Add Job Title.

Add Department Org


Code (if the org code isn't
known, use the search feature
for the department name).

Job


Enter all of the required fields (*)


Appointment Type *
New

Job Title *

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

Approver *
Choose...

Start Date * 01/15/2023 

End Date * 05/13/2023 

Hourly Rate *

Hours Requested *

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.

Job



Enter all of the required fields (*)

Appointment Type *
New ▾

Job Title *

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

Approver *
Choose... ▾

Start Date * 01/15/2023  **End Date *** 05/13/2023 

Hourly Rate * **Hours Requested ***

New FWS Job

Comments

Any approver in the process may add comments.

HR will add notes about new hire paperwork, enrollment, or any funding issues.


Job

Enter all of the required fields (*)



Appointment Type *
New

Job Title *

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

600400  Human Resources

Approver *
Choose...

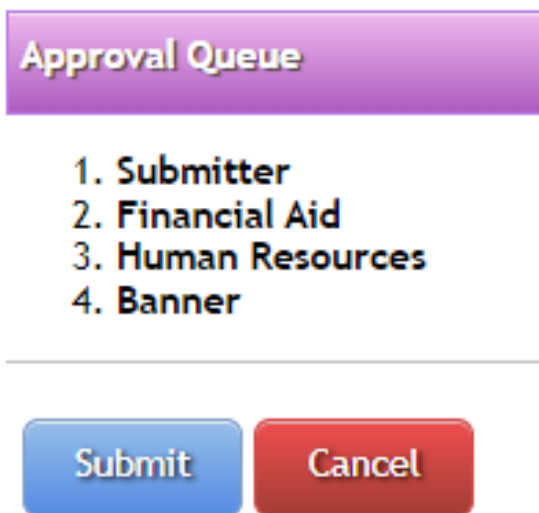
Start Date * 01/15/2023  **End Date *** 05/13/2023 

Hourly Rate * **Hours Requested ***

Comments

New FWS Job

Once all required fields are complete, the approval queue will appear. Click the **Submit** button.



The screenshot shows a purple header box labeled "Approval Queue". Below it is a numbered list of four items: 1. Submitter, 2. Financial Aid, 3. Human Resources, and 4. Banner. A horizontal line separates the list from two buttons at the bottom: a blue "Submit" button and a red "Cancel" button.

Individuals in the Approval Queue are required to approve the form before it can be processed.

New FWS Job

Submitted forms will appear in the **Home** tab.

The status can be found here.

The screenshot shows the PENGUIN system interface. On the left is a sidebar with a 'Home' tab selected, and options for '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 this is a 'Submissions' section with a refresh icon. It states 'You have submitted the following items' and displays a table with the following data:

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

At the bottom of the submissions section, it says 'The data will be updated every 5 minutes.' with another refresh icon.

A “Finished” status will appear when the PENGUIN is finalized and processed. The student and submitter will receive an automatic email regarding work approval.

Job Renewals



Job Renewal

Enter the student's ECU ID or Name.

Select the correct Term Code.

The screenshot shows a web application interface for job renewal. On the left is a dark grey sidebar with four menu items: 'Home' (with a house icon), 'New Job' (with a plus sign icon and highlighted in orange), 'About' (with a lightbulb icon), and 'Logout' (with a power icon). The main content area has a dark grey header with the text 'Search for a student' and a sub-header 'Enter either the ECUID and/or Name of the student that you would like to create a new job for.' Below this is a red warning message: 'Students must be registered for the semester.' There are three input fields for 'EKUID', 'Firstname', and 'Lastname'. Below these is a 'Term Code' dropdown menu currently showing 'Spring 2023'.

Job Renewal

The student's information will appear here.

Work Study eligibility and enrollment will appear under Financial Aid.

The FWS award amount will also appear here if the student is eligible.

Student Information

901234567 – Mickey Mouse

Term: 202320 - Spring 2023

College of

Financial Aid

Federal: N

Institutional: Y

Credit Hours: 15

Additional Employment: Y

Award:

Federal Declined: N

Full-time

Remaining:

Job Renewal

Position *

Please select the position that best fits your student employment need.

[Graduate Assistantships](#)

GAINST - Graduate Assistant Teaching, Instruction, or Facilitation

Develops teaching skills in the academic discipline.
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Conducts research, including but not limited to collecting, observing, coding, testing, and/or analyzing data.

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[Student Positions](#)

FEDWKS - Federal Work-Study

Students must be eligible for federal funding and enrolled in a minimum of 6 credit hours.


INSWKS - Institutional Work-Study

Students must be enrolled in a minimum of 12 credit hours.

INSSTF - Student Stipend

Choose...



Choose the position type
to renew: 

Job Renewal

Click **Renew** under the Additional Jobs tab. Job information will populate automatically.

INSWKS - Institutional Work-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.

INSWKS - Community Receptionist Renew

Start: 01/13/2022 End: 05/14/2022

Job Renewal

Fields will populate from the previous job. Please review the job information.

Appointment type will change to **Renewal**.

Select the **Approver**.


Make edits as needed. Check the dates, hourly rate, and add the hours requested.

Job



Enter all of the required fields (*)

Appointment Type *
Renewal

Job Title *
Community Receptionist

Department Org *
This is the Department that the employee will be working in.
782110  Sullivan Hall

Approver *
Choose...

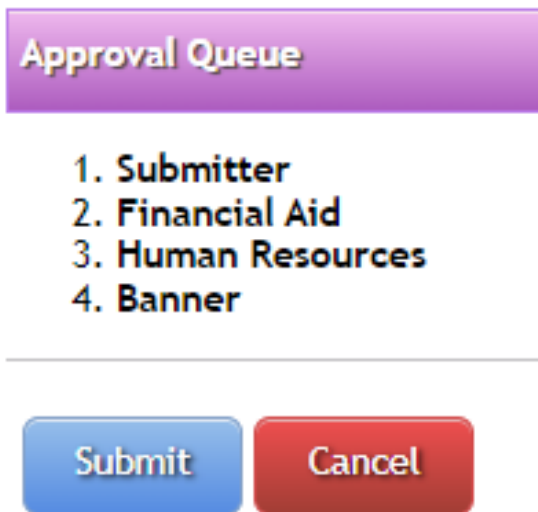
Start Date * 01/15/2023  **End Date *** 05/13/2023 

Hourly Rate * 7.25 **Hours Requested ***

Comments

Job Renewal

Once all required fields are complete, the approval queue will appear. Click the **Submit** button.



The screenshot shows a web interface for an approval queue. At the top, there is a purple header box with the text "Approval Queue". Below this, a list of four items is displayed: "1. Submitter", "2. Financial Aid", "3. Human Resources", and "4. Banner". A horizontal line separates the list from two buttons at the bottom: a blue "Submit" button and a red "Cancel" button.

Individuals in the Approval Queue are required to approve the form before it can be processed.

Job Renewal

Submitted forms will appear in the **Home** tab.

The status can be found here.

The screenshot shows the PENGUIN system interface. On the left is a sidebar with a 'Home' tab selected, and options for 'New Job', 'About', and 'Logout'. The main content area is titled 'Welcome to PENGUIN' and contains a search bar for EKU ID, First Name, and Last Name. Below this is a 'Submissions' section with a refresh icon. The text reads 'You have submitted the following items'. A table lists the submission details:

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

At the bottom of the submissions section, it states 'The data will be updated every 5 minutes.' with a refresh icon.

A “Finished” status will appear when the PENGUIN is finalized and processed. The student and submitter will receive an automatic email regarding work approval.

Definitions

GA: Graduate Assistant

IWS: Institutional Work Study

FWS: Federal Work Study

PENGUIN: Pogatshnik Employment for Graduate and Undergraduate Information Network

Job Renewal: A student employee is returning to work in the same department and in the same job as last semester.