

How to check Work Study Funds

- 1) Go to udallas.edu/bportal
- 2) In the “Production Database” drop down menu. Click on BannerWeb-Employee
- 3) Enter your User ID and Password to log in to BannerWeb-Employee; and click “Sign In.”


UNIVERSITY OF DALLAS
The Catholic University for Independent Thinkers

Sign in to your account

<input type="text" value="Username"/>	<input type="password" value="Password"/>	<input type="button" value="Sign In"/>
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Remember me on this computer

- 4) Click on “Employee Menu” tab on the right-hand side under “My Activities”

 My Activities

<input type="button" value="Enter Time"/>
Approve Time
Salary Planner
Effort Certification
Pay Stub Administrator
Campus Directory
Employee Menu



5) Click on *Approver's CW Awards* and you will then be re-directed to a new page

Personal Information Employee

Search Go

Employee Main Menu

For Open Enrollment select the Benefits and Deductions link below

- ✓ Time Entry and Approve Time Sheets
- Leave Balances
- Benefits and Deductions
Retirement, health, flexible spending, miscellaneous, beneficiary, open enrollment, Benefit Statement.
- Pay Information
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms
W4 information, W2 Form or T4 Form, Marital status and number of Dependents. UD Sales tax exempt form.
- Jobs Summary
- Campus Directory
- Look up Class Enrollment
How many are registered for class
- New College Worker JOB EPAF worker.
- Originator CW EPAF Review
Review, Re-Route, Delete EPAF for CW
- Employee & HR Notification
Notification of Employee to complete info, notify HR for Job EPAF and other HR Actions
- RASH Approval
RASH Approval
- Sign Up For Ellucian Support
Sign up here to establish an account with Ellucian Support. Educational services for training, FAQ, Enter Cases, e-Community.
- Approver's CW Awards
An approver can view balance of CW awards.

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6) Select CW Awards

HR Public

CW Awards

7) A list of all works study students you are assigned to approve time for will appear. You will see the student's name, work study offer and accepted amount, in addition to the total that has been paid and the balance remaining. This will be updated each payroll cycle after the payroll date.

CW Awards

Originator Info.

Employee ID [REDACTED]

Employee Name [REDACTED]

CW Awards Report

Student Name ↑	Student Pidm	Last Pay Date	Fund	Status	Offer Amount	Accepted	Paid	Balance
[REDACTED]	[REDACTED]	30-OCT-17	FWS1	A	2000	2000	330	1670

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