



PA State Work-Study Program  
**MATCHING FUNDS  
ONLINE SYSTEM GUIDE**



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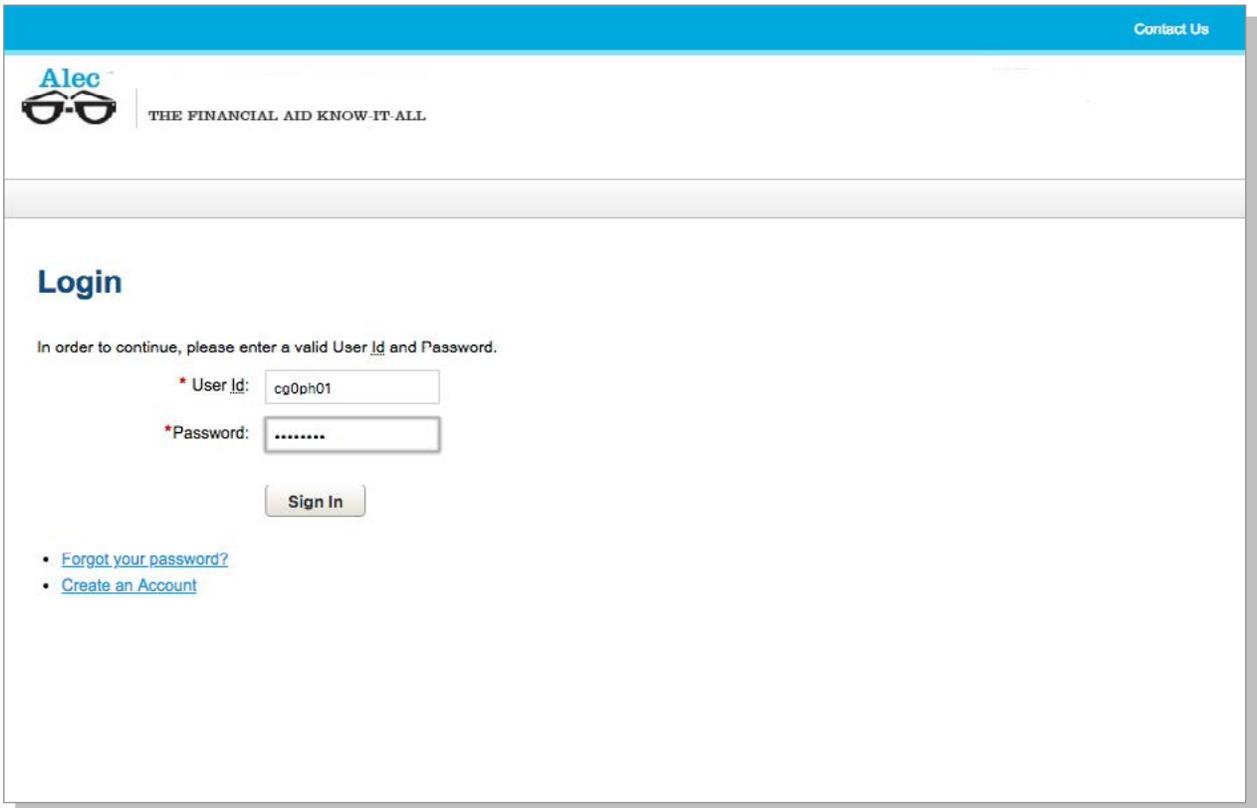
## I. ACCESSING THE MATCHING FUNDS ONLINE SYSTEM

School users and employer users (User IDs beginning with CG or EM) connect to OC/Webconnect at <https://partners.aessuccess.org>.

Users may also connect directly at: [https://partners.aessuccess.org/B2BAuth/login.htm?brandID=pa&reason=INITIAL\\_LOGIN&resourceID=OCWEBJC](https://partners.aessuccess.org/B2BAuth/login.htm?brandID=pa&reason=INITIAL_LOGIN&resourceID=OCWEBJC).

**NOTE:** If you need additional assistance with signing into the PHEAA remote network, please contact PHEAA Help Desk associates at 1-877-398-4237. Advise that you are an employer user of the Matching Funds System who needs assistance with OC/Webconnect.

**Login:** Enter your User ID and Password and click "Sign In."



The screenshot shows the login interface for Alec. At the top right, there is a "Contact Us" link. The Alec logo, featuring a pair of glasses, is on the left with the tagline "THE FINANCIAL AID KNOW-IT-ALL". The main heading is "Login". Below it, a message reads: "In order to continue, please enter a valid User Id and Password." There are two input fields: "\* User Id:" containing "cg0ph01" and "\* Password:" containing ".....". A "Sign In" button is positioned below the password field. At the bottom left, there are two links: "Forgot your password?" and "Create an Account".

**Launch OC/WebConnect:** After you enter your User ID and password, on the next screen select “Launch OC/WebConnect” and then “Open.”

**OC/WebConnect**

If OC/WebConnect does not launch within 10 seconds, please check your System Requirements (below), then click the Launch OC/WebConnect button to try again.

**Launch OC/WebConnect**

**Printing from OC/WebConnect**

**Download OC/WebConnect Printer**

\* You must download the OC/WebConnect Printer to be able to print from the application.

**System Requirements**

1. Support for Java Web Start
2. Java Runtime Environment, version 1.5 or higher.
3. The following WebConnect features require security permission's be granted to access local system resources (including writing to disk for storage of user configuration files for key maps, color maps, etc.):
  - The ability to use the local print spooler for "print screens" and 3287 print.
  - The ability to access the local clipboard for copy and paste functionality.
  - The ability to access the local file system to retrieve and store files for file transfer operations.

**Troubleshooting**

1. If using Internet Explorer, under Tools > Internet Options > Advanced > Security, make sure that the "Do not save encrypted pages to disk" option is unchecked.
2. Make sure Sun Java (version 1.5 or higher) is installed. You can check here: <http://www.java.com/en/download/installed.jsp>
3. Check ti

Do you want to open or save WebConnect.info (1.42 KB) from partners.asuccess.org? Open Save Cancel

Once you have successfully logged in, you will see a greeting showing your name. **If the name listed is not your name, do not access any student records. Contact the PHEAA Help Desk immediately. Use of someone else’s login information is considered a security breach and could result in your school or organization being revoked from participating in PHEAA programs.**

**Clear Screen:** Keys used to clear your screen vary by computer software, but the most commonly used key is the Pause/Break key. If you have questions, contact your local IT staff. After you have a clear screen, you may use the direct type-ins.

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## II. HOW TO NAVIGATE THE SYSTEM

### A. Primary Hotkeys

The Matching Funds System has a series of numeric function or 'F' keys (example, F1) listed at the bottom of each display, which are often referred to as hotkeys. These hotkeys allow you to navigate through the display you are currently viewing and, in some cases, allow you to quickly move to another display. Hotkeys vary from display to display, and there are two sets of hotkeys. A user may toggle between the two sets by using the hotkey F2 (SWCH). The hotkeys in the Matching Funds System always default to SET1. To access the second set of hotkeys (SET2), simply press hotkey F2. To return to SET1, select F2 again.

The following is an example of how the hotkeys would appear at the bottom of a user's screen:

F1=HELP	F2=SWCH	F3=EXIT	F4=DSB/RFD	F5=RFR	F6=ACTY
F7=	F8=	F9=PRT	F10=	F11=DEPT LST	F12=

The following is a listing of hotkeys found in the Matching Funds System, along with an explanation as to what information or navigational purpose the hotkey will provide. As mentioned previously, hotkey functions vary from display to display. "DSB/RFD" may be listed as hotkey F4 on one screen but "STD MENU" may be listed as hotkey F4 on another screen. Therefore, we have only included the assigned abbreviation and a brief description of its function.

- HELP:** Provides users with an explanation of a field in which they have their cursor placed. Valid codes which may be used within the field are provided when applicable.
- SWCH:** Allows users to view and utilize a second set of hotkeys that may be available. F2 is pressed to move back and forth between the two sets of hotkeys.
- EXIT:** Allows users to exit the display they are viewing and returns them to a blank screen in the system.
- RFR:** Refresh allows users to refresh the screen so that if another user has made a change to the record while it is being viewed, the data will be updated (refreshed).
- PREV YR:** Allows users to move to a previous year record (for example, to move from a 2019 record to a 2018 record).
- SUB YR:** Allows users to move to a subsequent year record (for example, to move from a 2018 record to a 2019 record).
- PREV APP:** Allows users to move to a previous application within the same year and term. For example, if a student has submitted two applications for Summer 2019, this hotkey will enable you to move back and forth between applications.
- NEXT APP:** Allows users to move to a subsequent application within the same year and term. For example, if a student has submitted two applications for Summer 2019, this hotkey will enable you to move back and forth between applications.
- FWD:** Allows users to page forward within a multi-page display.
- BKWD:** Allows users to page back within transactions that contain multiple pages.
- PRT:** Allows users to print the screen they are currently viewing to a local printer or you may use the printer icon located on the toolbar.

### B. Additional Hotkeys

Additional hotkeys are present throughout the Matching Funds System and vary from screen to screen. These hotkeys may be used to move into a different Matching Funds transaction. For example, if you are viewing a student State Work-Study application and would like to verify if hours have been submitted to PHEAA, from the second set of hotkeys you would simply press F10 (ERN MENU).

### III. SYSTEM TYPE-INS

#### MF03 - STUDENT DEMOGRAPHICS

##### Purpose

The purpose of the Student Demographics screen is to add, display, and update student data. This screen is used for data entry for SWSP applications and is directly accessed by using the MF03 type-in. This screen may also be accessed from other screens using the related F key "STD DEMO."

**Note:** Name, address, graduation date, and birth date may be pre-populated from other PHEAA files upon initial creation of this screen. This information should be updated when corrections are needed. DO NOT use any punctuation.

##### Type-In and Parameters

###### MF03/SSN/YEAR

- SSN is the student's Social Security number.
- Year is two positions, e.g., 13. If not entered, the system defaults to the most recent processing year.

##### Sample Screen

```
STUDENT DATA
2018 PROG YEAR          ACCT # 11 2222 3333
SSN: 123-45-6789 1ST NAME: JOHN   MI:  LAST NM: DOE
      PERMANENT HOME ADDRESS DATA      VALID: V
ST ADDR(1): 123 YOUR STREET      (2): _____
CITY: YOUR CITY          ST: PA   ZIP: 11111-1111
COUNTY:                HOME PHONE #: ( 814 ) 555 - 1212
E-MAIL ADDRESS: _____
SCHOOL  SUMMER: _____ - _____
OF  FALL/FULL YEAR: 00123400 - SCHOOL NAME
RECORD: WINTER: _____ - _____
      SPRING: _____ - _____
GRAD DATE: 12-2019   BIRTH DT: 01-21-1994
MAJOR: H04 HISTORY      MINOR: ____
TWEIP MAJOR: ____
APP ON FILE:  SW INFO REQ  SW APP  CS APP  TW APP

SUMMER SW ELIGIBILITY: APPROVED      SUMMER GRADE LEVEL: _
ACAD YR SW ELIGIBILITY: APPROVED      ACADEMIC YR GRADE LEVEL: 4
THIRD PARTY RELEASE:  _

F1=HELP  F2=SWCH  F3=EXIT  F4=STD MENU  F5=RFR   F6=ACTY
F7=      F8=      F9=PRT  F10=EMAIL  F11=      F12=DELETE
```

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<b>Program Year:</b>	Subsequent and previous year data can be accessed by using the F2 SWCH key and selecting the F7 and F8 keys.
<b>SSN:</b>	Student's Social Security number.
<b>*Name Data:</b>	Student's first name, middle initial, and last name. May be pre-populated.
<b>*Street Address/ City/State/ Zip Code:</b>	Student's permanent home address. <u>No punctuation.</u>
<b>*School of Record:</b>	The School of Record identifies the school that the student will attend while being employed through SWSP. The eight-digit college code (OE Code) should be entered in the corresponding application term field: <ul style="list-style-type: none"> <li>• zl/Full Year: If the applicant has applied to work in the fall only, spring only or the whole academic year.</li> </ul>
<b>NOTE:</b>	If an OE Code is not placed in the application term, an application may not be accessed for that term.
<b>*Graduation Date:</b>	Enter the student's expected graduation date in this field using the "mm-yyyy" format.
<b>Birth Date:</b>	Not required.
<b>*Major and Minor:</b>	Enter the code that corresponds to the student's Major and the Minor course of study. Valid codes may be found by pressing the F1 Help Key when the cursor is centered in this field or at <a href="http://PHEAA.org/Major-Codes">PHEAA.org/Major-Codes</a> .
<b>Summer SW Eligibility/ Academic Year SW Eligibility:</b>	When the student's year in school is entered in the "Summer Grade Level or Academic Yr Grade Level," this field will display the student's eligibility for the term populated.
<b>Summer Grade Level/ Academic Yr Grade Level:</b>	When the student's year in school is updated in this field, it will trigger "Summer SW Eligibility/Academic Year SW Eligibility" line to reflect the student's eligibility for the term populated.

Once the demographic record is complete, **PRESS ENTER**. You should receive the message "This Record Has Been Updated/Added." The application data may now be entered.

**\*Required Fields – Error Message Will Display if Not Completed**

## MF04 - SWSP STUDENT APPLICATION SCREEN

### Purpose

This screen is the SWSP display and is used to add and display the student's SWSP application data. It also provides data regarding the approved award, confirmation date, and earnings as it relates to this application. YOU MAY NOT START THE APPLICATION PROCESS FROM THIS SCREEN. YOU MUST START ON MF03. This screen may be accessed by direct MF04 type-in or by placing a term code after any "SW App" F key. A student could file more than one application if changing employers or working for multiple employers, thus the "PREV APP" and "SUB APP" F keys would display the "previous" or "subsequent" application for this year for the same term. When multiple applications are processed for a student, PHEAA staff must be notified immediately.

### Type-In and Parameters

#### MF04/SSN/YEAR/TERM

- Term:

S - SUMMER

A - ACADEMIC YEAR

2018 PROGRAM YEAR	STUDENT SW WORK PROGRAM	A - ACADEMIC
123-45-6789 JOHN	DOE	
STUDENT'S ALTERNATE INFO	VALID: _	PHONE #: ( ) -
ST ADDR (1) :		(2):
CITY: _____	ST: _ ZIP: _____	COUNTY: _
YEAR IN SCHOOL: 2	ENROLL: F FULL-TIME	
STATUS: AP 10/11/2018	APPROVED AWARD: \$ 3,600	PROGRAM CODE: SW
DATE RECD: 08/30/2018	MAIL TO ALT ADDR: _	STUDENT SIGNED: Y 08/30/2018
EMP: 123456789 - 001 MY EMPLOYER	DPT: B01 BIOLOGY	
JOB S21 LABORATORY ASSIST	JOB PROB: _	WORK DATES: 08/30/2018 TO 05/12/2018
HOURLY RATE: \$ 7.25	WEEKLY HOURS: 40.0	HOLIDAY: Y
SUPERVISOR: MARY	LAMB	PH#: (717)555-1212
EMPL SIGNED: Y 08/30/2018		D.E.AUTH: PH00000 08/30/2018
DATE CONFIRMATION SENT: 10/11/2018	WORK STATUS: H	AWARD RECALC: _
CALCULATED AWARD: \$ 3,600	FULL YEAR LATE; SPRING ONLY APRVD: _	
EARNINGS: \$ 0.00	MATCH: \$ 0.00	
DISB MATCHED EARNS: \$ 0.00	EMPL MTCH 40%: \$ 0.00	
ACTIVITY: YES	STAFF OVERRIDE: _	PAGE 01 OF 01
F1=HELP	F2=SWCH	F3=EXIT F4=STD MENU F5=RFR F6=ACTY

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## Screen Data

### Student's Alternate Address

**Information:** If the student has included alternate demographic information, enter in the appropriate fields.

**\*Year in School:** Enter the student's current year in school in this field. Valid codes are:

- 1 - FRESHMAN
- 2 - SOPHOMORE
- 3 - JUNIOR
- 4 - SENIOR
- 5 - 5<sup>TH</sup> YEAR SENIOR
- 6 - GRADUATE

**\*Enrollment:** Enter the student's current enrollment status in this field. **This field MUST be entered or the student will default to less than half time and will be denied.**

Valid codes are:

- F - FULL-TIME
- H - HALF-TIME (at least six credits, but less than 12 credits)
- P - LESS THAN HALF-TIME (less than six credits)

**Status:** System generated. Valid codes are:

- AP - APPROVED
- RE - REVOKED
- NE - NOT ELIGIBLE
- IN - INCOMPLETE
- AG - PENDING PHEAA'S RECEIPT OF THE EMPLOYER'S AGREEMENT
- NA - INACTIVE
- WT - WITHDREW
- LA - LATE
- HO - HOLD
- EN - EMPLOYER NOT APPROVED

**Approved Award:** System generated after all application data is entered and the student's application has been approved.

**\*Program Code:** Valid code is:

- SW - STATE WORK-STUDY

**\*Required Fields - Error Message Will Display if Not Completed**

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**\*Date Received:** The date the work-study application was received.

**Mail to Alternate**

**Address:** Indicates if mailings should be sent to the alternate address, if any. Leave blank if no alternate address was provided. The valid codes are:

Y - YES

N - NO

BLANK (Defaults to NO)

**\*Student Signed:** Comprises two fields - a signature indicator and the date the student signed the application; both fields are required. The valid signature indicator codes are:

Y - YES

N - NO

The date must be entered in one of the following formats:

mm-dd-yyyy (e.g., 08-16-2018)

mm/dd/yyyy (e.g., 04/08/2018)

mmdyyy (e.g., 11232018)

**\*Employer Code (EMP)/  
Department Code (DPT):**

Enter the employer code, branch suffix (if applicable), and department code (if applicable.)

**\*Job:**

PHEAA provides the participating organizations with a list of approved job codes at the time of the employer being approved. (If you get the error message "This job is not available at this employer," please contact PHEAA associates).

**Job Prob:**

Updateable by PHEAA staff only.

**\*Work Dates:**

The dates you wish the student to work should be entered in these fields. If the student application is being processed after the term has begun the start date will default to the date the application is being processed and the student will not be approved to work prior to this date.

Dates are published at [PHEAA.org/funding-opportunities/work-study-employment/apply](https://pheaa.org/funding-opportunities/work-study-employment/apply).

**Summer:** Mid-May to Mid-August

**Academic:** Mid-August to Mid-May

**Spring:** Mid-December to Mid-May

Dates may be entered in one of the following three formats

mm-dd-yyyy (e.g., 08-16-18)

mm/dd/yyyy (e.g., 04/08/2018)

mmdyyy (e.g., 11232018)

**\*Hourly Rate:**

Contains the student's hourly pay rate. Use a decimal when entering cents. May not be greater than \$10.00 an hour (program max).

**\*Required Fields – Error Message Will Display if Not Completed**

- 
- \*Weekly Hours:** The maximum hours the student may work per week. Maximum hours are 40 hours per week.
- Holiday:** Enter a "Y" code if the student is working at any time during the academic year term break (mid-December to mid-January). If left blank, system will default to No.
- \*Supervisor:** Comprises two fields for first and last name.
- \*Phone Number:** Enter the phone number and extension of the student's supervisor (if applicable).
- \*Employer Signed:** Comprises two fields - a signature indicator and the date the employer signed the application; both fields are required. The valid signature indicator codes are:
- Y - YES
- N - NO
- The date must be entered in one of the following formats:
- mm-dd-yyyy (e.g., 08-16-2018)
- mm/dd/yyyy (e.g., 04/08/2018)
- mmddyyyy (e.g., 11232018)
- \*Unmet Financial Need:** Only updatable by PHEAA staff or Financial Aid Officers. This field is populated when a graduate student has applied to participate in SWSP but has been denied for PA State Grant. Since graduate students are not eligible for a PA State Grant, the Financial Aid Officer must verify that the student has unmet financial need. This will only appear if the student is a graduate student.
- PRESS ENTER**
- NOTE:** If any information you've entered is not valid, your cursor will go back to the field where the incorrect information was entered. You will also get a message above your F keys at the bottom of the screen telling you what needs to be corrected. Once you've corrected the information, press enter again.
- \*Job Description:** After completing all required fields of the SWSP Student Application screen (MF04) and pressing enter, you will be prompted to enter a brief job description. Job descriptions must be at least 10 characters in length. If you have previously provided PHEAA with a job description, this information will be pre-populated. After entering/reviewing the job description, press enter. After pressing enter, you should get the message "This Record Has Been Updated/Added." You can return to the student's SWSP application screen by pressing F4. You may also access the Job Description screen directly from the MF04 screen by pressing the F2 SWCH key, then F12 JOB DESC. **Please note all SWSP Student Applications will remain incomplete until a job description has been entered.**
- \*Required Fields – Error Message Will Display if Not Completed**

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The following fields also reflect on MF04 but should only be updated by PHEAA associates and should be left blank.

<b>Date Confirmation Sent:</b>	System generated. Will reflect the date the confirmation letters are sent by PHEAA to the student and employer.
<b>Work Status:</b>	Indicates the student's work status. Valid codes are:  H - STUDENT HIRED  W- STUDENT WORKING  E - EMPLOYER DID NOT HIRE/JOB OPEN  F - EMPLOYER DID NOT HIRE/JOB NOT OPEN  S - STUDENT TURNED JOB DOWN/JOB OPEN  T - STUDENT TURNED JOB DOWN/JOB NOT OPEN  R - STUDENT WORKING/AWARD REDUCED
<b>Award Recalc:</b>	Updatable by PHEAA staff only.
<b>Calculated Award:</b>	System generated. The system calculates an award based upon the work dates, hourly pay rate, and weekly hours. If the application is for the academic year and the work dates include all or a portion of dates between December 15 and January 15, the system uses the holiday work indicator to adjust the award calculation. If the code is Y (Yes), the calculated award increases due to working over the holiday break. If the code is N (No) or blank, the student will not be provided with additional funds since the student will not be working over the holiday break.
<b>Full Year Late; Spring Only Approved:</b>	Only updatable by PHEAA associates. This is used to approve spring term processing for students that applied late for the academic year.
<b>Earnings:</b>	The amount calculated by the PHEAA system of hours reported times hourly pay rate (system generated).
<b>Match:</b>	The PHEAA match based upon the reported earnings (system generated).
<b>Disb Matched Earns:</b>	The total earnings that have been disbursed.
<b>Empl Match:</b>	The employer match percentage and the amount that has been disbursed.
<b>Activity:</b>	Indicates any communication to/from/or regarding the student.
<b>Staff Override:</b>	For PHEAA use only.

## Hours Data Entry

There are two different screens that may be used to enter SWSP student hours:

- Individual Student Earnings: MFØD
- Multiple Student Earnings: MF2B

**SWSP Hours are required to be entered within 60 days of the pay period end date.** Disbursements are scheduled to run around the 15<sup>th</sup> of every month. If this date falls on a Friday or weekend, the disbursement will be run the next business day.

## MFØD - STUDENT PAYROLL EARNINGS SUMMARY MENU

### Purpose

The Student Payroll Earnings Menu displays the employer who is paying the student through the SWSP. This screen may be accessed by the direct MFØD type-in or any "ERN MENU" F key on other student screens. By placing the cursor next to the appropriate employer code and pressing enter, you will have access to the SW Student Earnings Summary. This screen is best used for the Employers that have a small number of students employed through the Program. For large volume data entry, MF2B may be more useful. The MF2B screen and type-in information is located on [Page 15](#).

### Type-In and Parameters

#### MFØD/SSN/YEAR/TERM

- Term:
  - S - SUMMER
  - A - ACADEMIC YEAR

#### Payroll Earnings Summary Screen #1

2018	PROG	YR	STUDENT PAYROLL EARNINGS SUMMARY			S - SUMMER
123-45-6789	JOHN	_	DOE	PAGE: 0001		
EMP/INST	BRH	DEPT	EMPLOYER/INSTITUTION NAME		DEPARTMENT PGM	
___	123456789	-	C12	UNIVERSITY HOSP SCHOOL	- SW	
F1=HELP	F2=SWCH	F3=EXIT	F4=	F5=RFR	F6=	
F7=BKWD	F8=FWD	F9=PRT	F10=	F11=	F12=	

#### Employer/

**Institution:** The employer name will display here including applicable Branch Suffix (BRH) and/or Department Codes. This information was pulled from the related program application.

**Program (Pgm):** The code for the student's related program application is shown here.  
Valid codes are: SW - STATE WORK-STUDY

Place cursor on the line before EMP/INST (Employer/Institution) code and press enter. The following screen will appear.

**Payroll Earnings Summary Screen #2**

2018 A - ACADEMIC	SW STUDENT EARNINGS SUMMARY
123-45-6789 JOHN DOE	SW PROGRAM
STATE WORK STUDY EMPLOYER	EMPL CD: 132456789 DEPT CD: 000
CUMULATIVE ELIG EARNINGS: \$ 0.00 MATCH: \$ 0.00	
NON-DISB ELIG EARNINGS: \$ 0.00 MATCH: \$ 0.00	
DISBURSED ELIG EARNINGS: \$ 0.00 MATCH: \$ 0.00	
UNAPPROVED EARNINGS: \$ 0.00 ERN IN EXCESS OF MAX AWARD: \$0.00	
_ 05/06/2018 - 05/12/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 04/29/2018 - 05/05/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 04/22/2018 - 04/28/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 04/15/2018 - 04/21/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 04/08/2018 - 04/14/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 04/01/2018 - 04/07/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 03/25/2018 - 03/31/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 03/18/2018 - 03/24/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 03/11/2018 - 03/17/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 03/04/2018 - 03/10/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 02/26/2018 - 03/03/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
_ 02/19/2018 - 02/25/2018 HR: ___ DT CRTD ___/___/___	MTHD: _____
F1=HELP F2=SWCH F3=EXIT F4= F5=RFR F6=	

**Entering Hours:** Place your cursor next to the week for which you wish to enter hours. These dates are system generated and run from Sunday to Saturday. Tab to HR (hours) and enter the hours the student worked that week. This line requires that all 5 positions are completed. (e.g., 10.00).

**PRESS ENTER.** You should get the message "This Record Has Been Updated/Added."

**NOTE:** The system will not allow you to enter more than the approved weekly hours. For example: If the student was approved to work 10.00 hours per week you may not enter anything greater than 10.00.

**NOTE:** Hours which are entered prior to when they are actually worked are not disbursed by the system. If you have done so in error, please contact PHEAA.

The following fields provide a summary of the student's earnings to date and are not updateable:

- Cumulative Elig Earnings:** Total earnings received to date.
- Match:** Total PHEAA match for cumulative earnings.
- Non-Disb Elig Earnings:** Eligible earnings for which the employer has not yet received reimbursement.
- Match:** The amount of the PHEAA match the employer will receive for those nondisbursed earnings at the next disbursement.
- Disbursed Elig Earnings:** The amount of earnings for which the employer has received reimbursement.
- Match:** The PHEAA match the employer has received to date.

**Unapproved Elig Earnings:**

The amount of earnings submitted to PHEAA that exceed the student's **award** amount.

**Earnings In Excess Of Max Award:**

The amount of earnings submitted to PHEAA that exceed the **maximum program award** amount.

**Date Created (DT CRTD):**

System generated.

**Submission Method (SUB):**

System generated. The following codes are valid for this field:

P=Earnings posted by employer

F=PHEAA Form (PHEAA entered these earnings using their form)

L=PHEAA entered hours from a list provided by an employer

T=PHEAA received earnings through electronic transmission

## MF2B - SWSP SCHOOL/EMPLOYER EARNINGS MENU

### Purpose

This type-in may be used as an alternative to the MFØD type-in. This type-in is especially useful for large volume entry.

### Type In and Parameters

MF2B/YEAR/TERM/PROGRAM CODE (Ex: MF2B/18/A/SW)

STATE WORK-STUDY STUDENT EARNINGS MENU					
EARNINGS YEAR: ????	TERM: ?	PROGRAM ID: ??			
EMPLOYER: ?????????? - ___		DEPT: ___	DISPLAY ORDER: SSN: _ NAME: _		
F1=HELP	F2=	F3=EXIT	F4=	F5=	F6=ENT DEMO
F7=	F8=	F9=PRT	F10=IN PRG	F11=	F12=

## Screen Data

**Earnings Year:** Year is four positions, e.g., 2018

**Term:** A - ACADEMIC YEAR (FALL, WINTER, and/or SPRING)

S - SUMMER

**Program ID:** SW - STATE WORK-STUDY

**Employer ID:** Schools enter OE code, employers enter Federal Tax Identification Number; including PHEAA assigned Branch Suffix and/or Department Codes when applicable.

### Display

**Order:** Students can be displayed either numerically by Social Security number or alphabetically by last name.

After you have completed all required fields, press enter.

Hours can only be processed one week at a time. To select a week, enter an X in the line provided before the beginning work date and press enter.

### STATE WOK-STUDY STUDENT EARNINGS MENU

EARNINGS YEAR: 2018	TERM: A	PROGRAM ID: SW
EMPLOYER: 00111100 - ___	DEPT: A05	DISPLAY ORDER: SSN: _ NAME: _
DATE RECEIVED: MM/DD/CCYY		
ENTER AN 'X' ON THE LINE IN FRONT OF THE WEEK YOU WISH TO UPDATE.		
_ 08/25/2018	_ 08/30/2018	_ 09/06/2018
_ 09/13/2018	_ 09/20/2018	_ 09/27/2018
_ 10/04/2018	_ 10/11/2018	_ 10/18/2018
_ 10/25/2018	_ 11/01/2018	_ 11/08/2018
_ 11/15/2018	_ 11/22/2018	_ 11/29/2018
_ 12/06/2018	_ 12/13/2018	_ 12/20/2018
_ 12/27/2018	_ 01/03/2019	_ 01/10/2019
_ 01/17/2019	_ 01/24/2019	_ 01/31/2019
_ 02/07/2019	_ 02/14/2019	_ 02/21/2019
_ 02/28/2019	_ 03/07/2019	_ 03/14/2019
_ 03/21/2019	_ 03/28/2019	_ 04/04/2019
_ 04/11/2019	_ 04/18/2019	_ 04/25/2019
_ 05/02/2019	_ 05/09/2019	_ 05/15/2019
F1=HELP	F2=	F3=EXIT
F4=	F5= RFR	F6=
F7=	F8=	F9=PRT
F10=	F11=	F12=

After valid information has been updated:

STATE WORK-STUDY STUDENT EARNINGS LISTING - PAGE: 1

123456789 - 001 SWSP EMPLOYER	SW 2018 SUMMER
DEPT: 000 MAIN DEPT	WORK DATES: 07/24/2018 TO 07/30/2018
	MAX HRS HRS WRKD
_ 123-45-6789 DOE, JOHN H.	AP 37.50 30.00
_ 234-56-7890 FACE, SMILEY	NE 37.50 ____
_ 345-67-8901 BLUE, GENE	AP 37.50 37.50
THIS RECORD HAS BEEN UPDATED/ADDED	
F1=HELP F2= F3=EXIT F4=ERN MENU F5=RFR F6=STD DEMO	
F7=BKWD F8=FWD F9=PRT F10=STD APP F11= F12=	

If a student's status is EN, HO, LA, NE, NA or WT, you will not be able to enter hours. Only hours for students with an AP and AG status will be updateable.

If any data entry errors are made, a message "PROBLEMS FOUND, PLEASE REVIEW ERRORS" will be displayed at the bottom of the screen and question marks [?.??] will be displayed in the HRS WRKD field where the error occurred. You may correct any data entry errors you make by overlaying the question marks with the correct amount and pressing the enter button. **You must press enter at the end of each page before moving onto the next page of students.** Once valid information is updated for all students, a message will be displayed indicating "THIS RECORD HAS BEEN ADDED/UPDATED." You will use F8 to page forward and F7 to page back.

If you wish to enter hours worked for a different work week, press F4 and this will take you back to the main display. You may then select a different beginning work week date for which you wish to obtain a student list.

Created in 1963 by the Pennsylvania General Assembly, the Pennsylvania Higher Education Assistance Agency (PHEAA) has evolved into one of the nation's leading student aid organizations. Today, PHEAA is a national provider of student financial aid services, serving millions of students and thousands of schools through its loan guaranty, loan servicing, grant administration, outreach, and other student aid programs.

PHEAA's earnings are used to support its public service mission and to pay its operating costs, including the administration of the PA State Grant and other state-funded student aid programs. PHEAA continues to devote its energy, resources, and imagination to developing innovative ways to ease the financial burden of higher education for students, families, schools, and taxpayers.

PHEAA conducts its student loan servicing activities nationally as FedLoan Servicing and American Education Services (AES). For more information, visit [PHEAA.org](http://PHEAA.org).

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## PENNSYLVANIA HIGHER EDUCATION ASSISTANCE AGENCY

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