



# UNIVERSITY OF SOUTHERN CALIFORNIA

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## *Student Information System*

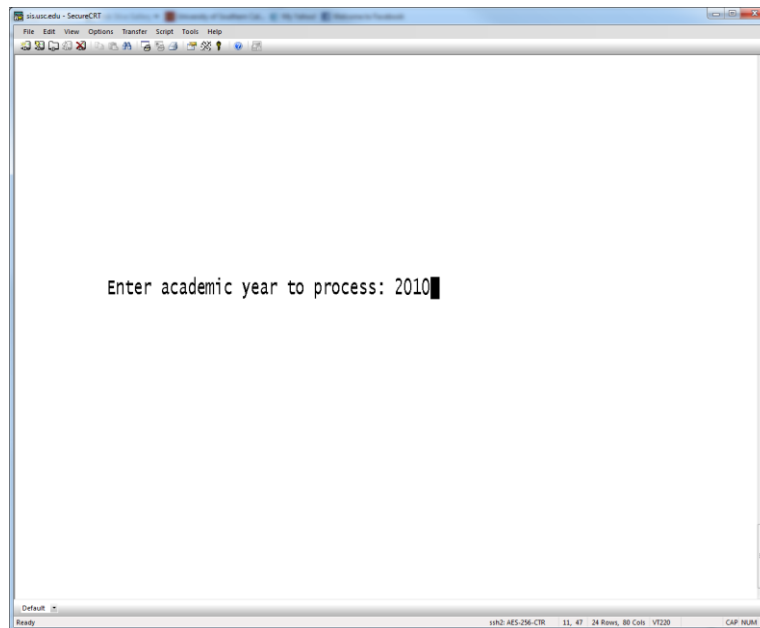
### *FAO.U.CWDT College Work Study Department Job Table Update*

#### **OVERVIEW**

This process allows you to display the number of College Work Study Program positions offered and filled by a department. Work-study positions must be established each fiscal year. Your home department should submit a “Request for Job Update” to the Financial Aid Office. Once the job has been approved for your department, the position is entered into the FAO.U.CWDT process for your department to fill.

#### **PROCEDURE**

From the Departmental Aid Menu, enter process No. 9, FAO.U.CWDT, the CWSP Department/Job Table Update.



Enter the academic year wish to process.

*Note: The Academic Year begins with the fall semester and includes the following spring and summer semesters. For example, the Academic Year 2010 includes the fall 2010, spring 2011 and summer 2011 semesters.*

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FAO.U.CWDT USC Student Information Systems PG->1 of 1 01/19/2011
Financial Aid CWSP Department/Job Table Update Ver 3.0.19990210

Department |
AYR

Position |Lvl| Approved | Filled | Avail | Post?
|-----|-----|-----|-----|-----|-----|

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Enter the 10-digit Home Department Number for which the student will be working.

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FAO.U.CWDT USC Student Information Systems PG->1 of 1 01/19/2011
Financial Aid CWSP Department/Job Table Update Ver 3.0.19990210

Department 1234-56-7890 Your Department Name AYR 2010

Position |Lvl| Approved | Filled | Avail | Post?
|-----|-----|-----|-----|-----|-----|
C001.URG General Office Assistant I 1 150 150 -
C002.URG General Office Assistant II 2 150 150 -
C004.URG General Office Assistant III 3 150 1 149

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A list of available positions displays. Note the position number that you will apply to your work-study student and go to the next process, FAO.U.CWJA.

### To Add a Work Study Position for your Department

Fill out a “Request for Job Update” and send it to Pamela Dixon in Financial Aid. She can be reached at (213) 740-9530, or [dixon@usc.edu](mailto:dixon@usc.edu).

## REFERENCE: PAGE 1 OF 1

FAO.U.CWDT USC Student Information Systems PG->1 of 1 01/19/2011  
Financial Aid CWSP Department/Job Table Update Ver 3.0.19990210

1 Department 1234-56-7890 Your Department Name 2 AYR 2010

3 Position	4 Lvl	5 Approved	6 Filled	7 Avail	8 Post?
C001.URG General Office Assistant I	1	150		150	-
C002.URG General Office Assistant II	2	150		150	-
C004.URG General Office Assistant III	3	150	1	149	-

**1. DEPARTMENT** allows you to enter your department's 10-digit home department number. This is the number assigned to departments by the University's Budgeting Office and should be entered into this field without dashes. The system automatically inserts the dashes into the number.

**2. AYR** displays the academic year that was initially entered. The academic year 2010 includes the fall 2010, spring 2011 and summer 2011 semesters. To enter a new academic year, place the cursor at the ID field and type in an "=" (equal sign) and press ENTER. The cursor will move to the AYR field and allow you to key a new academic year.

**3. POSITION** displays the job code along with description of the work-study position under which the student may be hired. For a job to be a valid work-study position, the Financial Aid Office must first review and then approve the position. Once this approval is complete, the position is classified into a group and assigned a code. For example, the code "C001"

represents an Office Assistant I position. The system will ensure that your home department has an approved and open position under this job code before allowing you to continue.

**4. LEVEL** indicates level of the position.

**5. APPROVED** indicates how many positions have been approved by the Financial Aid Office.

**6. FILLED** indicates how many positions have been filled by the department.

**7. AVAILABLE** indicates how many positions are available in the department.

**8. POST** is a legacy field that is no longer used.