

You will need to go to RYAWSUP.

1. You will find it under Banner card
2. Click on Applications & Report Menu

3.

4. You will see your current students listed. You will need to determine the following:
  - < Do you want to rehire to your department for the next academic year?
  - < Do you want them to work for you in the summer?
  - < If a student does not qualify for federal or state in the next academic year, is it okay for Financial Aid to send a referral under University Work Study (UWS)?

SAMPLE

WORK STUDY SUPERVISOR FORM

Student ID: \_\_\_\_\_

SUPERVISOR: HOU, THAM, D. KIRBY

provided in your department this current academic year and report production... Listed below are the student(s) who

Yes	Yes	No	Tomes, Anthony I	R01360839	060058	Financial Aid	UWS
			Tomes, Ant	R01360830	060005	Financial Aid	UWS

NEXT →

Rehire default is "Yes", Summer default is "No" and OK for UWS default is "No".

Once you make your selections, hit Next.



In this section, you will need to do the following:

- < Determine how many total work study students you want for next academic year including the ones you indicated are returning from the first section.
- < Determine how many total work study students you want for the summer including the ones you indicated are returning from the first section.
- < If you need to make corrections, you may click the "Make Corrections" button.

The image shows a screenshot of a web-based form titled "WORK STUDY SUPERVISOR FORM". The form is displayed on a computer screen with a white background and a blue header bar. The form contains several sections with text and input fields. The first section is titled "How many total workstudy students would you like?" and has a text input field containing the number "18". Below this, there is a section titled "You've indicated 8 student will be wlll this summer 2024-2025 academ" with a text input field containing the number "8". At the bottom of the form, there is a "Make Corrections" button. The form is partially obscured by a blue bar at the top and a blue bar at the bottom.