

Viewing Student Earnings Reports on MaineStreet

1. Login to MaineStreet and navigate to:

Enterprise Applications > Human Resources > University of Maine System > Payroll > Reports > Student Earnings

2. Create a new Run Control:

Favorites Main Menu > University of Maine System > Payroll > Reports > Student Earnings

Student Earnings
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Find an Existing Value | [Add a New Value](#)

A blue arrow points from a text box to the 'Add a New Value' button.

Click "Add New Value" (if you do not already have an established Run Control ID)

Favorites Main Menu > University of Maine System > Payroll > Reports > Student Earnings

Student Earnings

Find an Existing Value Add a New Value

Run Control ID:

Add

Find an Existing Value | [Add a New Value](#)

A blue arrow points from a text box to the 'Run Control ID' input field.

You can name you Run Control ID anything you would like to. You will use this Run Control ID to run future reports. Once you have created a Run Control ID, you will not need to create it again.

Favorites Main Menu > University of Maine System > Payroll > Reports > Student Earnings

Student Earnings
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Find an Existing Value | [Add a New Value](#)

A blue arrow points from a text box to the 'Search' button.

Enter your Run Control ID then click the 'Search' button.

3. Student Earnings Report by Department:

The screenshot shows the 'Student Earnings' report configuration page. At the top, a breadcrumb trail reads: Favorites | Main Menu > University of Maine System > Payroll > Reports > Student Earnings. Below this, the 'Run Control ID' is 'mb', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is highlighted with a blue arrow pointing to a blue box labeled '5'. The main form is divided into several sections:

- Report Selection:** This section contains fields for 'Distribution Term' (SUMR), 'Distribution Year' (2015), 'Business Unit' (UMS03), and 'Percentile' (10). It also has checkboxes for 'Filter by Dynamic Groups' (unchecked) and 'Filter By Department' (checked). A 'Pay Period End Date' field is set to 08/01/2015, and a 'Show all current earnings' checkbox is checked. A blue arrow points from this section to a blue box labeled '2'. A blue box labeled '1' has an arrow pointing to the 'Business Unit' field.
- Financial Aid Category Section:** This section has a table with two rows: 'STS' (Student Regular Summer) and 'USS' (University Work Study Summer). A blue box labeled '3' has an arrow pointing to the 'STS' row.
- Dynamic Groups Selection:** This section has an empty search field.
- Department Selection:** This section has a table with one row: 'KFAID' (Student Financial Aid). A blue box labeled '4' has an arrow pointing to the 'KFAID' row.

1. - Distribution should be set as:
 - a. ACAD = Academic Year
 - b. SUMR = Summer
- Distribution Year = 2016 (2015-2016 AY is 2016)
- Business Unit = UMS05
- Percentile = Leave Blank
- Check box labeled "Filter by department"
2. - Pay Period End Date should pre-populate
- Check box labeled "Show all current earnings"
3. Financial Aid Category Section:
 - a. Enter FWS = Fed. Work Study AY
Click '+' sign to add a row
 - b. Enter STA = Department funded AY
4. Department Selection:
 - a. Enter your Department Code
5. Click the "Save" button at the bottom of the page, and then click "run"

4.

Process Scheduler Request

User ID: 0031559

Run Control ID: mb

Server Name: PSUNX

Run Date: 08/20/2015

Recurrence: [dropdown]

Run Time: 2:25:11PM

Time Zone: [dropdown]

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Student Earnings	UMPAY015	SQR Report	Web	PDF	Distribution

Make sure this reads "PSUNX"



Click "OK"



OK Cancel

5. You will be brought back to the Run Control page

Run Control ID: mb Report Manager

Process Monitor

Click "Process Monitor"

Run

Process Instance:322

Report Selection

Distribution Term: SUMR

Pay Period End Date: 08/01/2015

6. Click "Details" link. **Note:** You will need to click refresh until "Run Status" and "Distribution Status" are marked as **Success** and **Posted**.

Process List

View Process Request For

User ID: 0031559 Type: [dropdown] Last: [dropdown] 3 Days Refresh

Server: PSUNX Name: [dropdown] Instance: [dropdown] to: [dropdown]

Run Status: [dropdown] Distribution Status: [dropdown] Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	322		SQR Report	UMPAY015	0031559	08/20/2015 2:25:11PM EDT	Success	Posted	Details
<input type="checkbox"/>	321		SQR Report	UMPAY015	0031559	08/20/2015 1:26:03PM EDT	Success	Posted	Details
<input type="checkbox"/>	320		SQR Report	UMPAY015	0031559	08/20/2015 10:20:00AM EDT	Success	Posted	Details
<input type="checkbox"/>	309		SQR Report	UMPAY015	0031559	08/18/2015 2:31:50PM EDT	Success	Posted	Details
<input type="checkbox"/>	308		SQR Report	UMPAY015	0031559	08/18/2015 2:30:30PM EDT	Success	Posted	Details
<input type="checkbox"/>	307		SQR Report	UMPAY015	0031559	08/18/2015 2:28:43PM EDT	Success	Posted	Details
<input type="checkbox"/>	306		SQR Report	UMPAY015	0031559	08/18/2015 2:28:40PM EDT	Success	Posted	Details
<input type="checkbox"/>	305		SQR Report	UMPAY015	0031559	08/18/2015 2:26:04PM EDT	Success	Posted	Details
<input type="checkbox"/>	304		SQR Report	UMPAY015	0031559	08/18/2015 2:24:43PM EDT	Success	Posted	Details



Go back to Student Earnings

Save Notify

7. Click “View Log/Trace”

Favorites | Main Menu > University of Maine System > Payroll > Reports > Student Earnings > Process Monitor

Process Detail

Process

Instance: 322 Type: SQR Report
 Name: UMPAY015 Description: Student Earnings
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: mb Hold Request
 Location: Server Queue Request
 Server: PSUNX Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 08/20/2015 2:31:50PM EDT [Parameters](#) Transfer
 Run Anytime After: 08/20/2015 2:25:11PM EDT [Message Log](#)
 Began Process At: 08/20/2015 2:32:07PM EDT Batch Timings
 Ended Process At: 08/20/2015 2:32:22PM EDT [View Log/Trace](#) 

8. Click the “xxxxxx.PDF” file.

Favorites | Main Menu > University of Maine System > Payroll > Reports > Student Earnings > Process Monitor

View Log/Trace

Report

Report ID: 293 Process Instance: 322 [Message Log](#)
 Name: UMPAY015 Process Type: SQR Report
 Run Status: Success

Student Earnings

Distribution Details

Distribution Node: DEV Expiration Date: 08/30/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_UMPAY015_322.log	1,377	08/20/2015 2:32:22.103107PM EDT
umpay015_322.PDF	4,522	08/20/2015 2:32:22.103107PM EDT
umpay015_322.out	18,039	08/20/2015 2:32:22.103107PM EDT



Distribute To

Distribution ID Type	*Distribution ID
User	0031559

9. View Earnings Report:

Date Run: 08/20/2015
 Time Run: 14:32:10
 Campus: UMS03

University of Maine System
 Student Earnings By Department
 University of Maine Fort Kent

Report ID: UMPAY015
 Page No. 1

Department: KFAID - Student Financial Aid
 Last Pay End Date = 01-AUG-2015

Name	Emplid	Rcd	FA Cat	Current Amt	Current Hours	Rate Paid	Period Earnings	Award	Remaining
		0	USS	79.95	10.25	7.80	873.60	1,800.00	926.40
		1	STS	0.00	0.00	0.00	19.63	2,000.00	1,980.37
		1	USS	241.80	31.00	7.80	1,111.50	1,800.00	688.50

Note: You can only run this report during weeks the payroll runs. The “Pay Period End Date” will prepopulate to the last or latest payroll that has run. We suggest every Wednesday or Thursday the week the student is due to be paid.

10. Student Earnings by Dynamic Group:

Run Control ID: mb [Report Manager](#) [Process Monitor](#) [Run](#)

Report Selection Find

Distribution Term: SUMR Pay Period End Date: 08/01/2015
Distribution Year: 2015 Show all current earnings:
Business Unit: UMS03 University of Maine Fort Kent
Percentile: 10 Use the percentage value to calculate when the student is within a percentage of their award limit.

Filter by Dynamic Groups Filter By Department Student Earnings Sort Options
 Department Employee Name

Financial Aid Category Section Find First 1-2 of 2 Last

STS	Student Regular Summer	+ -
USS	University Work Study Summer	+ -

Dynamic Groups Selection Find First 1 of 1 Last

KATH2	+ -
-------	-----

Department Selection Find View All First 1 of 1 Last

	Student Financial Aid	+ -
--	-----------------------	-----

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Check "Filter by Dynamic Groups"

Enter the Dynamic Group

11. Follow steps 4 through 9.