

Enrollment Verification Report Guide

April 26, 2011

A new report, **Enrollment Verification**, has been added to help timekeepers in the hiring of student and graduate employees.

Enter the student's *myWSU* ID and click *View Report*. The report includes:

- The number of currently registered and pre-registered semester credit hours.
- Job description, effective date and organization code of student's active position(s) at WSU.
- The number of hours per week the student is currently employed per position.
- The information is based upon paperwork on file with the Office of Human Resources (OHR).

We hope this makes the student employment hiring process easier. If you have any questions, please don't hesitate to contact Cyndy Hodge at ext. 3556 for regular students or Margene Webster at ext. 6149 for grad students.

Enrollment Verification Report			Run Date: 3/5/2008 9:53:10 AM					Data Source: PROD			
Identification			Student Information					Subsequent Semesters			
myWSUID	Last Name	First Name	Current Semester	Current Status	Enrolled Hours	UG/GR	VISA	Next Semester	Next Status	Third Semester	Third Status
Miscellaneous Information											
		WorkStudy									
I9 Ind	I9 Date	Balance									
Employment Information											
Employment Status	Position	Effective Date	Job Description	Org	Org Title	Schld Hrs/Wk	Eclass	Description			