

# Vanderbilt Work Study Eligibility Report

Step 1- From the top of the home page go to Reporting> From the drop-down box select “Standard Reporting.”



Step 2- Listed are the JobX Reports-Please see “Vanderbilt Work Study Eligibility Report,” at the bottom. Click “Run Report.”

**My JobX Reports**

My Favorite Reports

Report ID	Report Name	Report Category	
60	Administrator & Supervisor Access	Contacts	<a href="#">Run Report</a>
21	Administrator & Supervisor Contact List	Contacts	<a href="#">Run Report</a>
16	All Employee Applications Report	Applications	<a href="#">Run Report</a>
66	All Employees Global Applications Report	Applications	<a href="#">Run Report</a>
18	Employee Contact List	Contacts	<a href="#">Run Report</a>
33	Hire Details Report	Hires	<a href="#">Run Report</a>
62	Hire Details Report with Job info	Hires	<a href="#">Run Report</a>
34	JLD Job Details Report (without Description & Requirements)	Jobs	<a href="#">Run Report</a>
29	Job Contact Information	Jobs	<a href="#">Run Report</a>
32	Job Details Report (w/Job Description & Requirements)	Jobs	<a href="#">Run Report</a>
31	Job Details Report (without Description & Requirements)	Jobs	<a href="#">Run Report</a>
27	Jobs Missing On-Line Applications	Applications	<a href="#">Run Report</a>
74	JobX Award Details	Awards	<a href="#">Run Report</a>
56	Smith - Hire Details Report	Hires	<a href="#">Run Report</a>
76	Vanderbilt Hire Details	Hires	<a href="#">Run Report</a>
77	Vanderbilt Work Study Eligibility Report	Awards	<a href="#">Run Report</a>

### Step 3 Report Filter Selection-Click “Next.”

**Step 1: Report Filter Selection** ([See Page Help](#))

Current Report :: Vanderbilt Work Study Eligibility Report

Check the box next to each filter to narrow your report's results.

There are no report filters available.

[<< Back](#) [Next >>](#)

### Step 4 Select the criteria you wish to sort by from the dropdown box. For this example, sort by “last name.” Then click “Next.”

[Home](#) > [Report Filter Selection](#) > Report Sort Selection

**Step 2: Report Sort Selection** ([See Page Help](#))

Current Report :: Vanderbilt Work Study Eligibility Report

Choose one or more of the fields below to determine how your report is sorted.

1) Primary Sort:  [Select](#)

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Step 5 View Report- You will see the “Vanderbilt Work Study Eligibility Report.” Please note that this report lists any student for the upcoming year. The last column states whether the student has a Federal Work Study Award. See the Example below. The report can be exported to an excel spreadsheet.

[Home](#) > [Report Filter Selection](#) > [Report Summary Selection](#) > [Report Sort Selection](#) > View Report

**Step 4: View Report** (See Page Help)

VU Employee ID	First Name	Last Name	Email Address	Time Period	FWS Y/N
[REDACTED]					N
[REDACTED]					N
[REDACTED]					N
[REDACTED]					N
[REDACTED]				FWS Academic Year 2019 - 2020	Y