

To Get Work Study Student Commitment/Balance Report:

Follow these steps:

1. Go to <https://inside.umassadmin.net/>.
2. Select **HR**.
3. Click **Applications** and then **HR Applications**.
4. Open the **Report Distribution Tool**
5. Click **HR Production** and sign in using your PeopleSoft ID
6. Next click **Topic**
 - a. If using the Old Report Distribution Tool, you'll then have to click HRMS and July 11, 2001 also.
 - b. If using the New Report Distribution Tool, go to next step.
7. Click **Human Resources Report**
8. If you have a choice of reports, choose **UMHR525B**
9. Click on the most recent date, this should open the report for your department.

This report will show a list of the work study students hired for your department including their name, ID #, and hourly rate.

Also, the *Encumbered Amount* is their total work study award for the fiscal year. *Current Earnings* is what they earned for that payperiod the report covers (shown in the upper left hand corner). *Fiscal Year to Date Total* is what the employee has earned since September. The *Encumbered Balance* is what the employee still has left to earn from his/her work study award.

If you have any questions about the report or if there is a discrepancy with information shown on the report and what you may have on your records, please call the payroll department at X8178.