

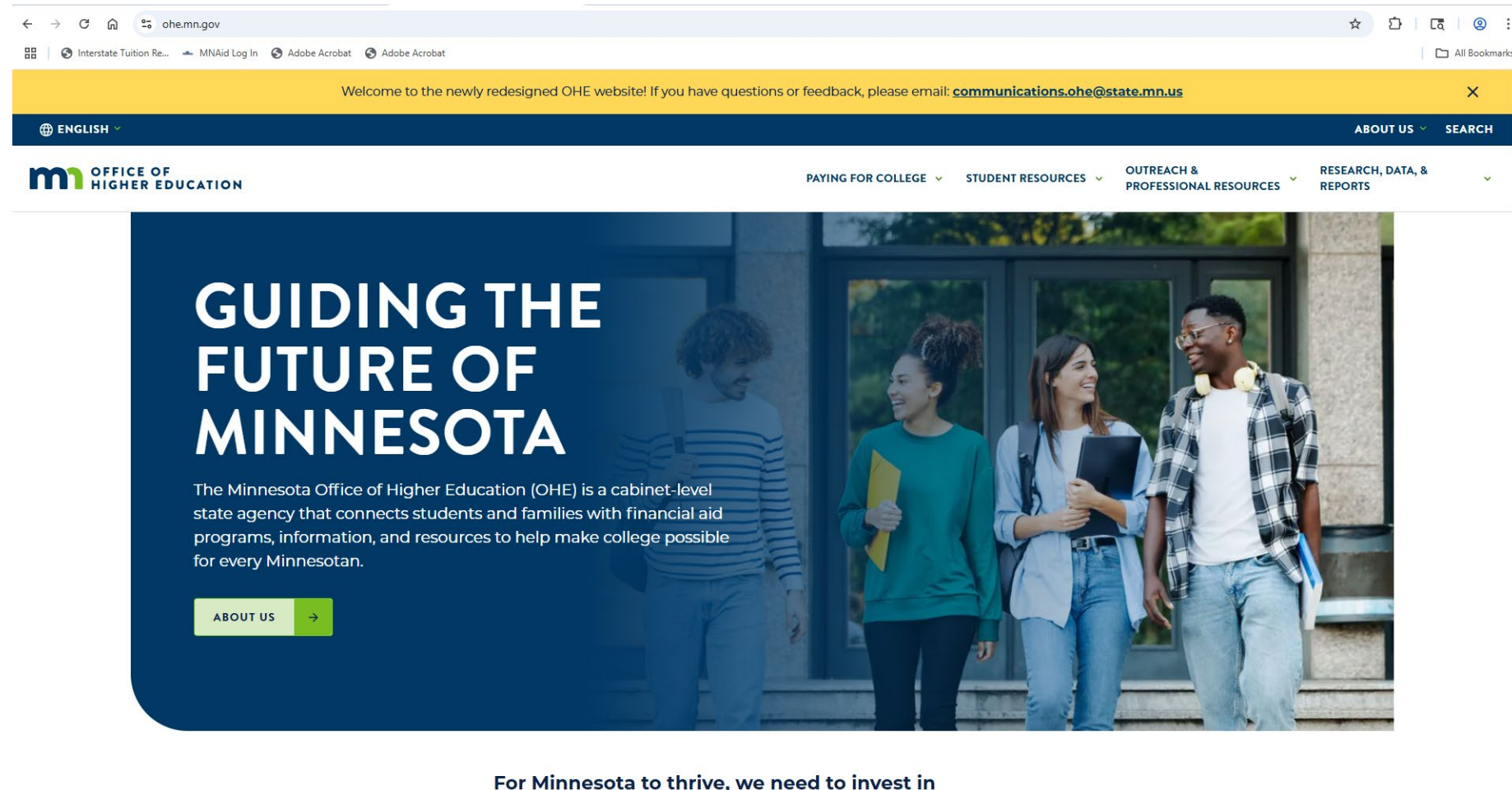


MN State Work Study Program Administration in MNAid

Jennifer Skluzacek, State Program Associate

OHE News

- New OHE website just launched on Monday!
- ohe.mn.gov
- Please update your bookmarks; redirects only work through December 2025



- MN State Work Study budget for 2025-26 and 2026-27
 - \$11.752 million per academic year
 - A reduction of \$5.5 million in funding over the two academic years
 - Important to remember:
 - Full work study budget was not spent on work study recently
 - Money stayed in higher education

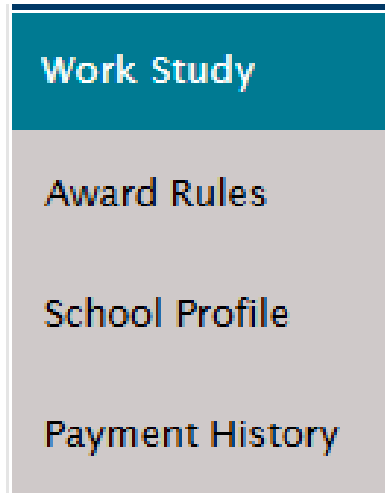
Agenda

- Moving Work Study to MNAid
- MNAid Work Study Menu – Screen Details
- End of Year Close Out for 2024-25
- Other “To Do” Items
- Additional Work Study Resources

MNAid Features – Work Study

- MNAid already houses many State financial aid programs
- Work Study included starting 2025-26 Academic Year
- No prior year information moved into MNAid
- No student specific data for work study
- Information will be easily available to view 24/7
- Those listed as 1st and 2nd contact on participation survey should already have administrative access
- New users were emailed directions with username and password to access MNAid for the first time

MNAid Features – Work Study Menu



- Award Rules
 - Displays one item for schools: OHE contact's email address
- School Profile: **Important for School to Review**
 - Demographic Data
 - Funding Information
 - Work Study Contacts
- Payment History

MNAid Features – Award Rules

Work Study
Award Rules
School Profile
Payment History

Home Award Rules(Work Study) ✕

Award Rules Work Study

Academic Year 2025 - 2026

Change Academic Year: 2025-2026 ▼

Initial Funds Appropriated	n/a
Additional Funds Appropriated DISB03	n/a
Additional Funds Appropriated DISB04	n/a
Additional Funds Appropriated DISB05	n/a
Additional Funds Appropriated DISB06	n/a
Additional Funds Appropriated DISB07	n/a
Additional Funds Appropriated DISB08	n/a
Additional Funds Appropriated DISB09	n/a
Additional Funds Appropriated DISB10	n/a
Additional Funds Appropriated DISB11	n/a
Additional Funds Appropriated DISB12	n/a

Total Funds Awarded	n/a
Total Funds Paid	n/a
SpeedChart Key	E6031422
Program Email Address	jennifer.skluza@state.mn.us


MNAid Features – School Profile –Top of Page

- Academic Year will switch to 2025-26 in July
- Info entered by OHE staff and school staff via state grant
- School users can add comments

Work Study
Award Rules
School Profile
Payment History

[Home](#) [School Profile\(Work Study\) ✕](#)

View School Profile
MINNESOTA STATE UNIVERSITY, MANKATO, 002360

Change Academic Year: Year 2025 to 2026 

Academic Year
2025 to 2026

School OECODE	002360	School Type	Minnesota State 4-Year University
Vendor ID	0000218026	Hour Type	Credit-Hour or Term-Based
School Name	MINNESOTA STATE UNIVERSITY, MANKATO	Term/Payment Periods	Semester or 2 Clock-Hour Payment Periods
Address	120 WIGLEY ADMINISTRATION	Participate in Federal Pell Grant Program	Yes
Address2		Accrediting Agency (if accredited)	Higher Learning Comm
City	MANKATO	Licensing Agency (if licensed)	
State	Minnesota	Use College Financing Plan?	
Zip Code	56001 -	Use College Financing Plan For?	
Phone Number	5073891185	Financial Aid Software Platform	ISRS
Tuition and Fees	\$0.00	State Grant Software Platform	ISRS
Budget Status		Hold Funds Requests	
SAEP Sponsor	No		

COMMENTS

MNAid Features – School Profile –Comments

- Work Study
- Award Rules
- School Profile
- Payment History

Home

Award Rules(Work Study) ✕

School Profile(Work Study) ✕

Add Comment

Comments will be viewable under the School Transaction History

SAVE

CANCEL

Resident FYE (Full Year Equivalent) Calculation

- FYE is calculated using a spreadsheet provided by OHE- **not** calculated by MNAid
- Email sent in early May announcing **each school will need to enter this data in MNAid**
 - U of M: The UDIR team –TC agreed to continue to produce data for each campus and share it via Box annually to key contacts
 - MN State: List shared with FA Directors on 5-22-25
 - Private colleges will continue to report for their school; only change is to enter in MNAid rather than send OHE their completed spreadsheet

Minnesota State Work Study Program Minnesota Resident Worksheet					
Institution:					
1 Number of Undergraduate Credits (MN Residents Only) (do not include Post Secondary Enrollment Option Credits)					
a	Winter	2023-2024			
b	Spring	2023-2024			
c	Summer	2024			
d	Fall	2024-2025			
e	Total Undergraduate Credits (sum 1a-1d)			0	
g	FYE Semesters (1e/30)				0
2 Number of Graduate Credits (MN Residents Only)					
a	Winter	2023-2024			
b	Spring	2023-2024			
c	Summer	2024			
d	Fall	2024-2025			
e	Total Graduate Credits (sum 2a-2d)			0	
g	FYE Semesters (2e/20)				0
3	Total	2025-2026	FYE's for Semester Institutions (1g+2g)		0

MNAid Features – School Profile-Middle of Page




Action Item
Due June 30

For 2025-26

- OHE has entered funds requested
- **You will enter your FYE**

For 2026-27 & forward:

- You will enter **both** FYE and funds requested

Funding Information					
Initial Allocation Data					
	Funds Requested	n/a	Total Resident FYE	n/a	
	Utilization Rate	n/a	Initial Allocation Amount	n/a	
			Carry Back	n/a	
			Carry Forward	n/a	
November Reallocation Data					
	Scheduled Amount	n/a	Additional Funds Requested	n/a	
	Scheduled Amount Requested	n/a			
Additional Reallocation Data					
	Additional Funds Requested	n/a	Additional Funds Requested	n/a	
	Additional Funds Requested	n/a	Additional Funds Requested	n/a	
	Additional Funds Requested	n/a	Additional Funds Requested	n/a	
	Additional Funds Requested	n/a	Additional Funds Requested	n/a	
	Additional Funds Requested	n/a	Additional Funds Requested	n/a	
	<div>UPDATE FUNDING INFORMATION</div>				

MNAid Features – School Profile-Middle of Page

Update Funding Information

Academic Year
2025 to 2026

Initial Allocation Data

Funds Requested0

Utilization Rate0

Total Resident FYE0

Carry Back0

Carry Forward0

November Reallocation Data

Scheduled Amount0

Scheduled Amount Requested0

Additional Funds Requested0

Additional Reallocation Data

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

CANCEL

SAVE

- Only “Funds Requested” & “Total Resident FYE” can be entered and saved
- Be sure the academic year is set to 2025-2026

MNAid Features – School Profile-Middle of Page

- The numbers have now been updated
- MNAid will calculate the initial allocation once all schools have reported

Funding Information

Initial Allocation Data

Funds Requested1000000

Utilization Rate0

Total Resident FYE9508

Initial Allocation Amountn/a

Carry Back0

Carry Forward0

November Reallocation Data

Scheduled Amountn/a

Scheduled Amount Requested0

Additional Funds Requested0

Additional Reallocation Data

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

UPDATE FUNDING INFORMATION

MNAid Features – School Profile-Middle of Page

- “Initial Allocation Amount” will change from July to September to November.
- When the July payment is processed by OHE Fiscal Services, the “Initial Allocation Amount” is populated
- It is 15% of the total estimated initial allocation
- Payment notification email sent to work study contacts with administrative access
- “Carry Back/Carry Forward” entered by OHE from previous end of year spreadsheet

Funding Information			
Initial Allocation Data			
Funds Requested	1000000	Total Resident FYE	9508
Utilization Rate	0	Initial Allocation Amount	150000
		Carry Back	0
		Carry Forward	0
November Reallocation Data			
Scheduled Amount	n/a	Additional Funds Requested	0
Scheduled Amount Requested	0		
Additional Reallocation Data			
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
<button>UPDATE FUNDING INFORMATION</button>			

MNAid Features – School Profile-Middle of Page

- Once all end of year reports are received the “Utilization Rate” is entered by OHE
- MNAid will display the November scheduled amount
- The September payment is the November scheduled amount minus the initial allocation amount

Funding Information

Initial Allocation Data

Funds Requested1000000

Utilization Rate90

Total Resident FYE9508

Initial Allocation Amount150000

Carry Back0

Carry Forward0

November Reallocation Data

Scheduled Amount500000

Scheduled Amount Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Reallocation Data

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

Additional Funds Requested0

UPDATE FUNDING INFORMATION

MNAid Features – School Profile-Middle of Page

- Once the second payment (September payment) is processed by OHE Fiscal Services, the “Initial Allocation Amount” is updated
- July + September payments = half of initial allocation

Funding Information			
Initial Allocation Data			
Funds Requested	1000000	Total Resident FYE	9508
Utilization Rate	90	Initial Allocation Amount	500000
		Carry Back	0
		Carry Forward	0
November Reallocation Data			
Scheduled Amount	500000	Additional Funds Requested	0
Scheduled Amount Requested	0		
Additional Reallocation Data			
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
UPDATE FUNDING INFORMATION			

MNAid Features – School Profile-Middle of Page

***In November - Must complete “Scheduled Amount Requested” and “Additional Funds Requested” fields for December disbursement**

- Failure to do so will cancel the “Scheduled Amount”
- Email reminders will be sent

- **School wants less funds than Scheduled Amount**
 - enter a smaller number than the Scheduled Amount and enter 0 in the Additional Funds Requested field
- **School wants more funds than Scheduled Amount**
 - enter the same value as the Scheduled Amount and enter additional amount in the Additional Funds Requested field
- **School wants to receive the Scheduled Amount**
 - enter the same value as the Scheduled Amount and enter 0 in Additional Funds Requested field
- **School has a negative Scheduled Amount but wants funds**
 - enter 0 in Scheduled Amount Requested and the amount of funds requested in Additional Funds Requested field

Update Funding Information	
Academic Year 2025 to 2026	
Initial Allocation Data	
Funds Requested	<input type="text" value="1000000"/>
Utilization Rate	<input type="text" value="90.0000"/>
Total Resident FYE	<input type="text" value="9508"/>
Carry Back	<input type="text" value="0"/>
Carry Forward	<input type="text" value="0"/>

Scheduled Amount	<input type="text" value="500000"/>	Additional Funds Requested	<input type="text" value="0"/>
Scheduled Amount Requested	<input type="text" value="0"/>		

MNAid Features – School Profile-Middle of Page

- Additional reallocations are requested here as well
- Reminder emails will be sent
- Typically: January, March, May and June

Funding Information			
Initial Allocation Data			
Funds Requested	1000000	Total Resident FYE	9508
Utilization Rate	90	Initial Allocation Amount	500000
		Carry Back	0
		Carry Forward	0
November Reallocation Data			
Scheduled Amount	500000	Additional Funds Requested	0
Scheduled Amount Requested	0		
Additional Reallocation Data			
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
Additional Funds Requested	0	Additional Funds Requested	0
UPDATE FUNDING INFORMATION			

MNAid Features – School Profile –Bottom of Page

- OHE will set your school to “Active” each year you participate
- Closed out “Yes” once final report **and** refund due to OHE is received

Program: Work Study	
Location Code	001
Contact Name	
Contact Title	
Contact Email Address	
Phone Number	
Fax Number	
Closed Out	No
Active	Yes
	Secondary Contact Name
	Secondary Contact Title
	Secondary Contact Email Address
	Secondary Phone Number
	Secondary Fax Number

Action Item

- Click “Update Program Info” to add contact info; two if possible



MNAid Features – School Transaction History

Home

Award Rules(Work Study) ✕

School Profile(Work Study) ✕

School Transaction History

MINNESOTA STATE UNIVERSITY, MANKATO

⊖

Academic Year 2025 to 2026

Date	Program	Field	Old Value	New Value	Source	User Type	User
06-09-2025		TotalResidentFYE		1250	SchoolProfile	School	liztest5525
06-09-2025	Work Study	FundsRequested		300000	Add ACYear	School	liztest5525
06-09-2025		StudentsWithChildren		126	SchoolProfile	Agency	strowbridgen

MNAid Features – School Payment History

Payment History

MINNESOTA STATE UNIVERSITY, MANKATO

Current Balance: (\$495,000.00)

Change Academic Year2025-2026

Academic Year 2025-2026

Payment History

Date	Batch Number	Warrant/EFT Number	Program	Term	Type	Payment Amount
6/16/2025	B0007227		Work Study	DISB	Returned Funds - Check 321654	(\$5,000.00)
6/12/2025	SW1632500002		Work Study	DISB02	Term Payment	\$350,000.00
6/12/2025	SW1632500001		Work Study	DISB01	Term Payment	\$150,000.00
Total:						\$495,000.00

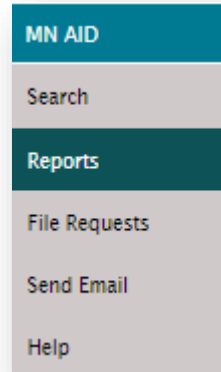
CANCEL

- As with other MNAid programs, balance in **Red** is a positive for schools
- Example shows payments and returns made by school
- Use this screen to view current balance

MNAid Features – Reports Menu

- Reports Menu

- WS Committed and Disbursed Amounts
- Choose the academic year
- Only your school will be shown
- Generates a downloadable Excel report with amounts of disbursed, refunded and scheduled transactions



MNAID Report Options

Activity Reports | Rosters | Forms

School Totals Report
School Users Report
State Grant Audit Report
State Grant File Output Report
State Grant Questionnaire Report
State Grant\NSP Mismatch Report
Student Data Report
Student Unit Count Report
Units Greater Than Threshold
WS Committed and Disbursed Amounts

Academic Year: 2025-2026

School: MINNESOTA STATE UNIVERSITY, MANKATO

GENERATE REPORT

Please be aware! The information you are accessing may display the student's Social Security Number (SSN) and should be considered confidential.

Date printed: 6/17/2025 2:32:01 PM

Minnesota Office of Higher Education
Work Study Committed and Disbursed Amounts Report
Academic Year: 2025- 2026

Institution	Total Disb Amount	Total Refund Amount	DISB01 Amount	DISB02 Amount	Scheduled Amount DISB03	Scheduled Amount Requested DISB03	Additional DISB03 Amount	DISB03 Amount
MINNESOTA STATE UNIVERSITY, MANKATO	\$500,000.00	\$5,000.00	\$150,000.00	\$350,000.00	\$500,000.00	\$0.00	\$0.00	\$0.00
Total	\$500,000.00	\$5,000.00	\$150,000.00	\$350,000.00	\$500,000.00	\$0.00	\$0.00	\$0.00

End of Year Close-Out

- **2024-25: Due Monday, August 11, 2025**

- Process remains the same for 2024-25
- Spreadsheets via OHE site will be available soon-**watch for email**
- OHE will first work with MN State central to gather data-**watch for email**
- Missing the deadline delays disbursements for everyone

- **2025-26 and beyond**

- Similar process, but OHE working with MNAid vendor on reports and upload options

- **Return of Work Study Funds**

- When issuing a refund, please use the OHE [Refund Return Form](#)
- Refunds received on or after March 1 are considered late
- Closed out once funds are **received** at OHE office

Summary-To Do Items

2025-26 Action Items for Schools

- Visit School Profile Section
 - Enter “FYE” and review the “Funds Requested” Amount
 - Complete the Contact information at bottom of page; two contacts if possible

2024-25 Action Items for Schools –Email Instructions Coming Soon-

- End of 2024-25 year report

MN State Work Study-Additional Resources

- Email notifications will continue to be sent to school contacts
- OHE Website: [State Work Study Manual](#)
- The following timeline is a **general guide only; it is not all-encompassing and dates may vary**

Work Study-Yearly Timeline Overview

Example begins July 1, 2025

<u>July</u> <ul style="list-style-type: none">• State fiscal yr '26 begins July 1• 1st disbursement sent to schools (2025-26 AY)• Final report spreadsheets are made available to Schools (2024-25 AY)	<u>August</u> <ul style="list-style-type: none">• Final reports and refunds due 1st working day after August 9 (August 11, 2025) (2024-25 AY)	<u>September</u> <ul style="list-style-type: none">• 2nd disbursement sent to schools (2025-26 AY)	<u>October</u>
<u>November</u> <ul style="list-style-type: none">• Request December Amount (2025-26 AY)	<u>December</u> <ul style="list-style-type: none">• 3rd Disbursement sent to schools (2025-26 AY)	<u>January</u> <ul style="list-style-type: none">• Refund/Reallocation and funds disbursed (2025-26 AY)	<u>February</u> <ul style="list-style-type: none">• Participation Agreement and FYE (2026-27 AY)
<u>March</u> <ul style="list-style-type: none">• Return Funds by March 1 (2025-26 AY)• Refund/Reallocation and funds disbursed (2025-26 AY)	<u>April</u>	<u>May</u> <ul style="list-style-type: none">• Refund/Reallocation and funds disbursed (2025-26 AY)• FYE (Full Time Equivalent) reported to OHE	<u>June</u> <ul style="list-style-type: none">• Notification of estimated initial allocation sent to schools (2026-27 AY)• Refund/Reallocation and funds disbursed (2025-26 AY)

Jennifer Skluzacek-Interim Contact

Jennifer.Skluzacek@state.mn.us

(651) 355-0614

Please reach out with any questions,
concerns or feedback as you navigate
work study in the MNAid system.