You can verify that a student has been given a work award by viewing information on RZIWORK.

1. Enter **RZIWORK** in the search bar on the landing page of Banner and press the Tab key or Enter.

   ![Search Bar](image)

   **Search Bar**

   The current Aid Year should be populated. Click on the ellipses to retrieve list of aid year values.

2. The Aid Year should populate with the current year (or it may populate with the next academic year). If you need to change the Aid Year, you may click the ellipses to retrieve the list of values for that field.

   ![Aid Year](image)

   **The current Aid Year should be populated.**

   **Click on the ellipses to retrieve list of aid year values.**
3. Enter the person’s ID number, or search for the ID number by doing a name search, and click Go.

4. If the student has a fund listed in the Work Awards section, and the status is A, you can submit a hiring request.

If the fields are blank, the student has not been granted a work award.