EARN INDIANA REIMBURSEMENT SYSTEM

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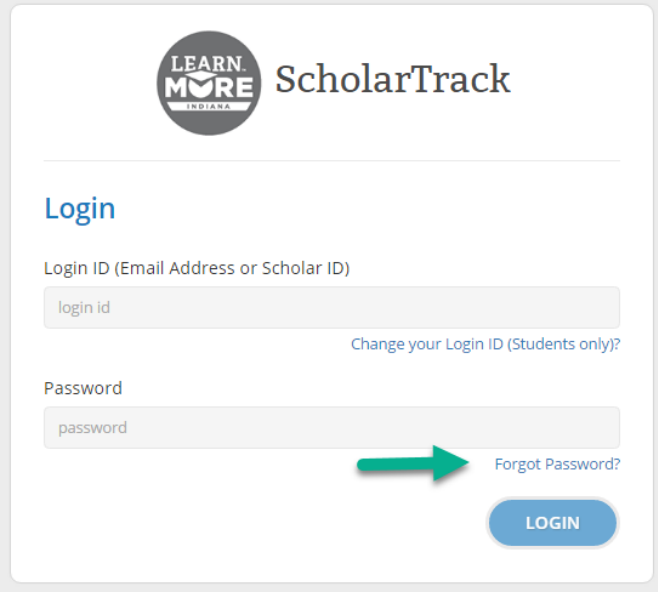
LOG IN TO SCHOLARTRACK

New users to ScholarTrack will receive an email once their ScholarTrack accounts are created. To complete account creation, click the link within the email to set a password. Your username is your email address. You set your password when you clicked the link in your account creation email.

If you cannot remember your password or want to change your password, click the "Forgot Password?" link and ScholarTrack will send you an email with a link to reset your password.



ScholarTrack has two user types; Earn Admin and Earn User. Roles are as follows:

- Earn Admin – Earn Admins can do the following:
  - Add new users and edit accounts for other users
  - Review interns for the internship
  - Submit hours for reimbursement
  - Upload all documents
- Earn User - Earn Users can do the following:
  - Submit hours for reimbursement
  - Review interns for the internship

USER ROLE: Earn User

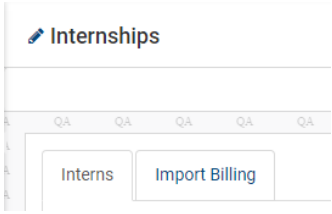
EARN INDIANA

The Internships section will allow you to view your approved EARN Indiana internships and EARN Indiana interns, and is where you'll submit the intern's hours worked for reimbursement.

INTERNSHIPS

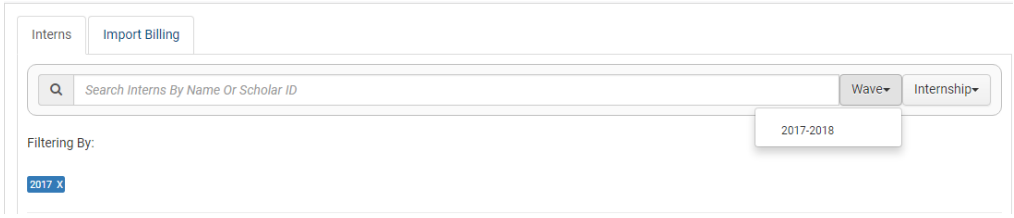
Navigate to EARN Indiana > Internships

Users will see two tabs: 'Interns' and 'Import Billing'



INTERNS

The Interns page contains information about the Employer's approved EARN Indiana internship positions. The Interns page allows you the ability to search for individual interns by first and last name or by their Scholar ID. To search for individual interns, enter their first and last name in the field titled 'Search Interns by Name or Scholar ID' and press 'Enter' on your keyboard.



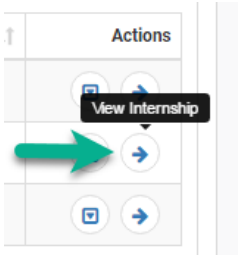
There are eight (8) columns of data on the page:

- Scholar ID – Each intern is assigned a ScholarID number when their name enters into the ScholarTrack system.[1] The ScholarID is a unique identifier for each Indiana student.
- Name – The first and last name of the intern you reported on your Indiana INTERNnet Employer Profile as being hired for your EARN Indiana internship position(s)
- Wave – The Employment Wave for which the employer's internship was approved
- Hourly Pay Rate – The internship's EARN Indiana approved hourly wage[2]
- Internship Title – The title of the internship
- Begin Date – The first day for the internship as approved for EARN Indiana program participation and reimbursement

[1] A Scholar ID is automatically generated for Indiana students who are enrolled in the 21st Century Scholarship Program or who file a Free Application for Federal Student Aid (FAFSA) listing Indiana as their state of legal residence

[2] CHE reimburses up to 50% of the hourly wage paid to EARN Indiana-eligible student interns for up to 20 hours per week for internships occurring between August 16 and April 30, and up to 40 hours per week for internships occurring between May 1 and August 15

- End Date – The last day for the internship as approved for EARN Indiana program participation and reimbursement
- Actions – Employers can enter hours worked by students for each week of their internship and view all details of their internship submission

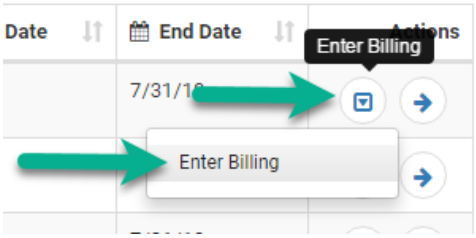


ENTERING INTERNSHIP HOURS WORKED FOR REIMBURSEMENT

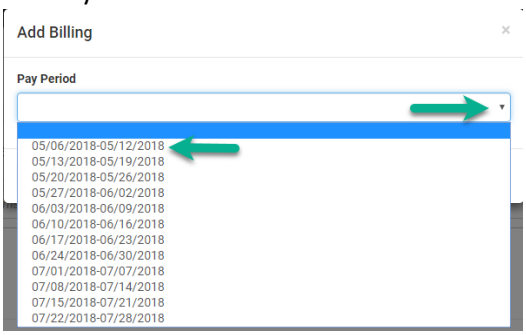
Internship hours can be submitted on a weekly basis, a day-by-day basis or put into a Microsoft CSV file and uploaded.

ENTER HOURS BY WEEK, DAY-BY-DAY

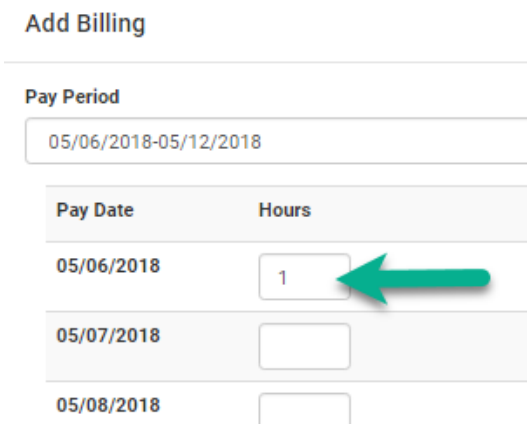
1) Navigate to the 'Actions' column and click the down-arrow button and click 'Enter Billing'



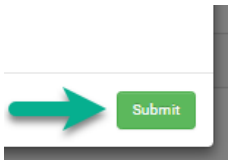
2) A dialogue box titled 'Add Billing' will appear. Select the appropriate pay period for the work week in which you'd like to enter hours for.



3) Enter the hours worked each day by your intern for that week; the initial pay date listed will be the Sunday of the week and the final pay date listed will be the Saturday of the week.



4) When all hours have been entered, click the 'Submit' button.

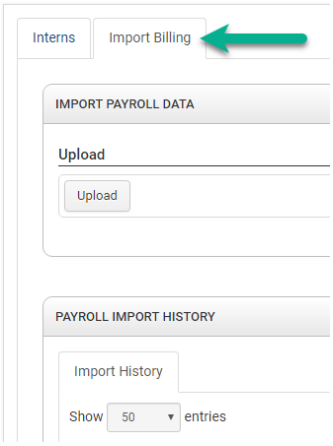


IMPORT BILLING

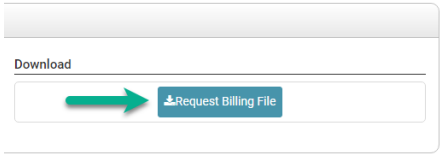
The 'Import Billing' page contains two sections; 'Import Payroll Data' and 'Payroll Import History'. On this page you can download a pre-populated CSV file, add your intern's hours worked, and upload the file for processing.

TO UPLOAD HOURS USING A PRE-POPULATED MICROSOFT CSV FILE

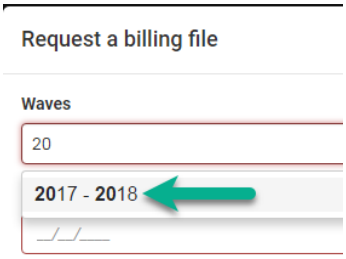
1) Click 'Import Billing'.



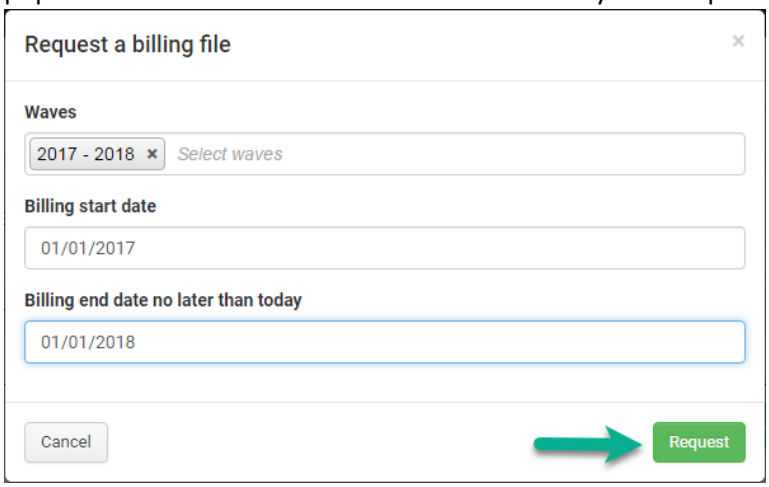
2) In the 'Import Payroll Data' section of the page, navigate to 'Download' and click the 'Request Billing File' button.



3) In the dialogue box titled 'Request a Billing File', enter the wave using the first four digits of the year of the employment wave, that you want to enter hours for.



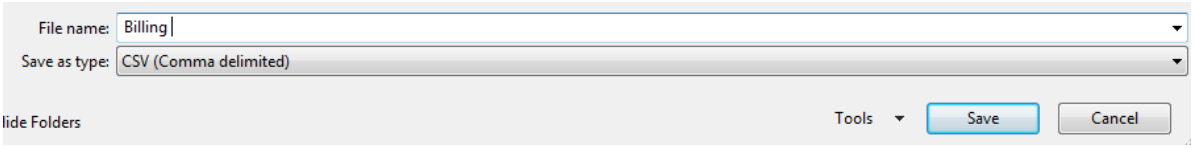
4) Next, in the 'Billing start date' and 'Billing end date no later than today' sections, enter, as mm/dd/yyyy, the start and end dates for the hours you will be submitting and click 'Request'. A pre-populated CSV file will download to a location on your computer.



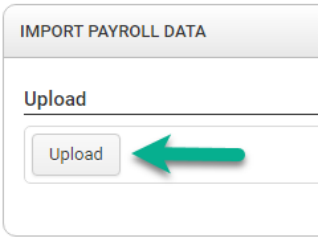
The file will contain the following columns:

- Internship Reference Id – A numerical identifier unique to each EARN Indiana internship a company has been approved for
- Internship Name – The name of the EARN Indiana internship
- Student Id – The intern's unique numeric identifier
- First Name- Intern's First Name
- Middle Initial - Intern's Middle Initial
- Last Name – Intern's Last Name
- Date of Birth – Intern's Date of Birth
- Wave – The Employment Wave of the internship
- Date – The dates request for data entry*
- Hours Worked – Hours previously reported or to be report

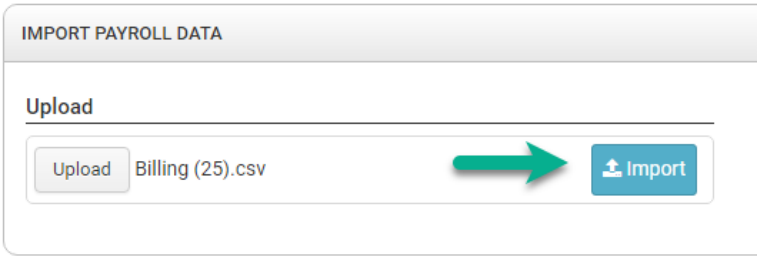
5) To enter hours for reimbursement, enter the hours worked each day in the 'HoursWorked' column (column J) that relates to the day listed in column 'Date' column (column I). When you've entered all hours, navigate to 'File' – 'Save As' and select a location to save the file. Enter a file name of your choosing. Please ensure that the 'Save as type' selected is "CSV (Comma delimited). Click 'Save'.



6) On the 'Import Billing' page, navigate to the 'Import Payroll Data' section. Under 'Upload', click the 'Upload' button.



7) A window titled 'Open' will appear. Find the file you saved in step 5. Click 'Open'. The file name will appear to the right of the 'Upload' button. Verify that it is the correct file and click the 'Import' button.

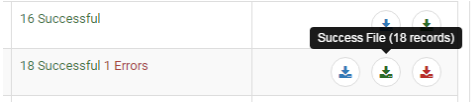


REVIEWING PRIOR PAYROLL DATA IMPORTS

The 'Payroll Import History' section allows you to review up to 100 rows of data file submissions. You can adjust the number of entries for viewing by toggling the 'Show Entries' drop-box.

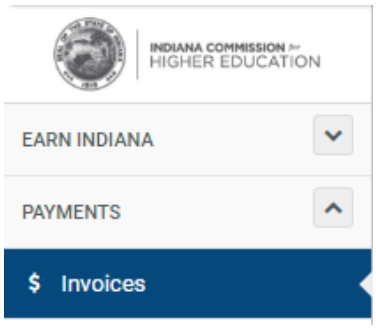
This section contains five columns:

- Date – The date and time of each data file submission
- User Name – The user name of the individual/entity that submitted the data file
- Locations – The location of the internship
- Status – The processing status of each data file that has been uploaded
- Actions – Users can download three files in this section
    - Original File – The original file which was uploaded can be downloaded again by clicking the button with the blue downward pointing arrow
    - Success File – A file that shows each record that was successfully processed; this file can be downloaded by clicking the button with the green downward pointing arrow
    - Error File – A file containing records that could not be successfully processed; this file can be downloaded by clicking the button with the red downward pointing arrow



PAYMENTS

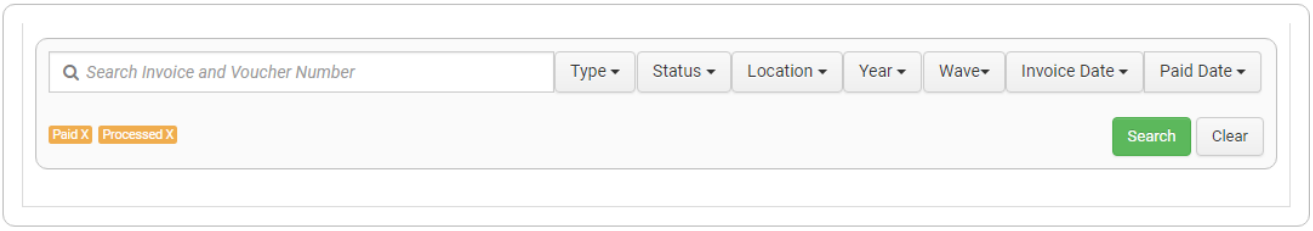
Processed and paid hours can be reviewed under ‘Payments’ – ‘Invoices’.



INVOICES

Data can be sorted using eight different filters:

- Type – Search invoices or refunds.
- Status – View the status of invoices and refunds, processed or paid
- Location – View invoices by internship location
- Year - View invoices by employment wave
- Wave – View invoices by employment wave type
- Invoice Date – Sort invoices by three separate categories
    - Range – Sort invoices by six date ranges
    - Start Date – Enter the start date for the invoices you’d like to review
    - End Date – Enter the end date for the invoices you’d like to review
- Paid Date – Sort paid invoices by three separate categories
    - Range – Sort invoices by six date ranges
    - Start Date – Enter the start date for the invoices you’d like to review
    - End Date – Enter the end date for the invoices you’d like to review



USER ROLE: Earn Admin

DOCUMENTS

Navigate to EARN Indiana – Documents.

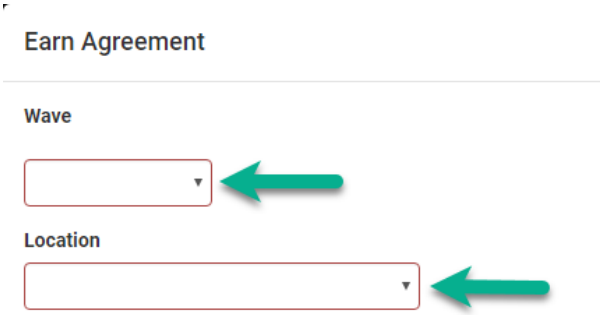
The 'Documents' page contains two sections; 'Upload Employer Supporting Documentation' and 'EARN Agreement'.

SUBMITTING YOUR EARN INDIANA EMPLOYER AGREEMENT

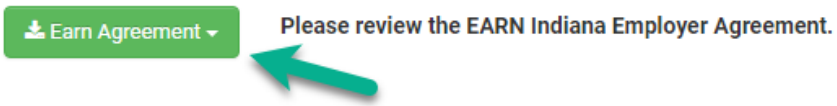
All EARN Indiana employers must agree to the terms and conditions of the EARN Indiana program. The acknowledgement must be submitted once per employment wave. To review the Agreement:

1) Go to the 'EARN Agreement' section. Click the green button titled 'Earn Agreement'.

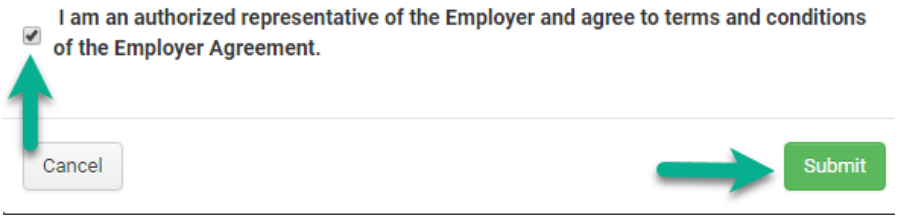
2) A dialogue box titled 'Earn Agreement' will appear. Under 'Wave', select the employment wave you are submitting the Agreement for. Under 'Location', select the location of the internship you are submitting the Agreement for. You now will have the option to review and save a pdf copy of the terms and conditions of the Employer Agreement.



3) Click the green 'Earn Agreement' button located to the left of the text that states "Please review the EARN Indiana Employer Agreement". A copy of the terms and conditions of the EARN Indiana program will download on your computer.



4) Once you've reviewed the Agreement and agree to the program's terms and conditions, check the box to the left of the text stating "I am an authorized representative of the Employer and agree to terms and conditions of the Employer Agreement."Click the green 'Submit' button.



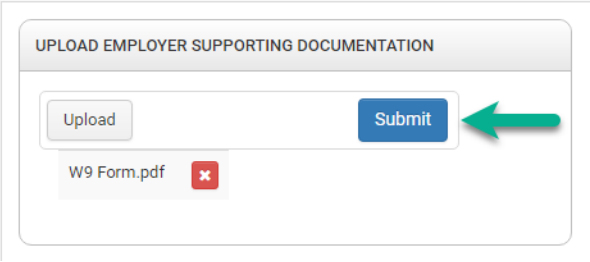
You will now see four columns titled as follows:

- Wave – The year of the employment wave for which the Agreement was submitted
- Location – The location of the EARN Indiana internship
- User – The user who submitted the Agreement
- Date – The date the Agreement was submitted

SUBMITTING VENDOR PAPERWORK

To receive reimbursement for eligible EARN Indiana internship hours, you must be a vendor of the State of Indiana. A W9 and Direct Deposit Form were included in the initial EARN Indiana approval email you received. To submit vendor paperwork:

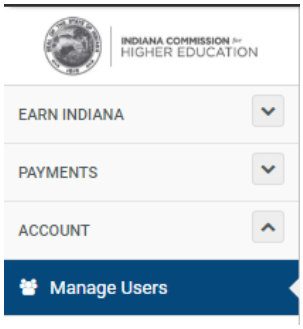
1) Save your W9 and Direct Deposit Form on your computer. Ensure the paperwork is filled out completely and save each document separately
2) Navigate to 'Documents'
3) In the 'Upload Employer Supporting Documentation', click 'Upload'
4) Select one of the documents you saved in step 1 above and click 'Open'. You will see the name of the file under the "Upload' and 'Submit' buttons



5) Select the other document following the instructions in step 4.
6) Click the 'Submit button. The documents will be sent to CHE for processing.

ACCOUNT

Navigate to 'Account' – 'Manage Users'.



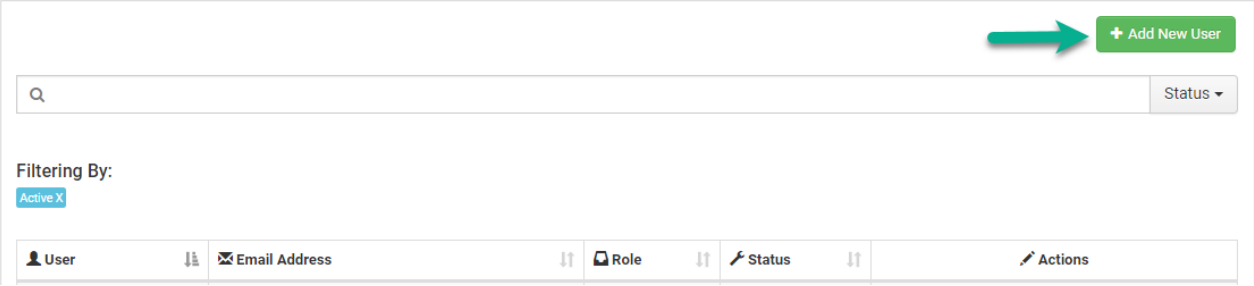
MANAGE USERS

In the Manager Users section, additional users in an organization can be given permission to access the reimbursement system. Users can also set the level of access additional users can have, change passwords and deactivate accounts.

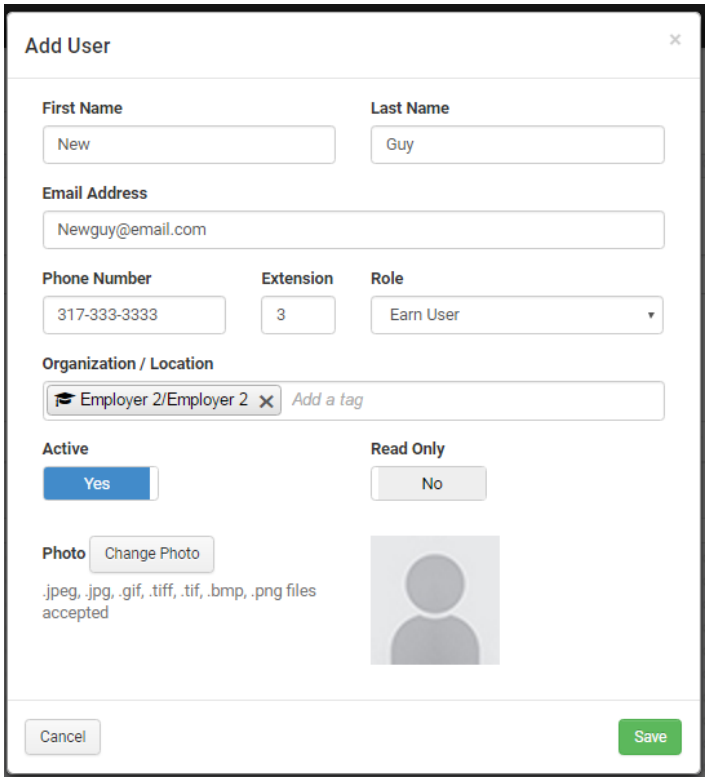
Adding New Users

To add a new user:

1) Click 'Account', 'Manage Users', to access the 'Manager Users' page, then click the green "Add New User" button in the upper right hand corner



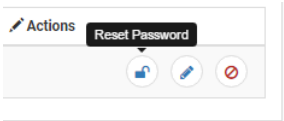
2) A dialogue box will appear. The following information can be entered:
   - First Name – New user's first name
   - Last Name – New user's last name
   - Email Address – New user's email address
   - Phone Number – New user's phone number
   - Extension – User's phone extension if applicable
   - Role – New user can access the reimbursement system in one of two capacities
     - EARN Admin – Add permissions here
     - EARN User – Add permissions here
   - Active – The new user account can be active or inactive; click the "Yes" or "No" button toggles the account status
   - Read Only – The new user account can be set to "read-only" account status
   - Photo – A photo of the new user can be included in their account profile
3) When all information has been entered, click 'Save'



The new user will be listed in a row of Users located in the middle of the webpage.

The 'Manage Users' section contain five rows of sortable system user information:

- User – The name(s) of users who can access the reimbursement system
- Email Address – The user's email address
- Role – The user's role as an administrator or a user-only
- Status – The status of the user's account as active or inactive
- Actions – Three action that an administrator can take for a user's account
    - Reset Password – Click the lock icon; a dialogue box will appear that will ask if you want to reset the password for the user. Click 'Yes' to reset the password; click 'No' to close the box
    - Edit – Click the pencil icon; a dialogue box titled 'Edit User' will appear; the user's information can be updated; once updated, click 'Save'
    - Deactivate – Click the 'No' symbol; a dialogue box asking if you'd like to deactivate the user will appeal; click 'Yes' to deactivate the account; click 'No' to go back to the homepage



CONTACT US

If you have questions, please contact the Commission by email at earnindiana@che.in.gov or by phone at (317) 232 – 2368.