

GFS Exception Reporting

Module Topics

Job Aid Objectives	2
GFS Exception Reporting - Overview	3
Using the Reports	5
Navigation	5
“Ignore Exception” and Making Notes.....	6
Generate Report; Downloading to Excel	8
Criteria for Inclusion on the Reports.....	9
Aid Entered but not Term Activated	9
Assistantship Hours equal 16 per term or are greater than 20	10
Disbursement Sequence Override.....	11
Enrolled with Less Than 8 Units	12
Foreign Students Greater Than 20 Hours	12
Home Org Not Equal Term Activation	13
No Units Enrolled.....	13
TAL Award Not Equal to TAL Rate, Amount Override.....	14
TAL Category Not Equal to Billing Career Tuition Group.....	15
TAL Without Assistantship.....	16
Tuition Mismatch; Billed and Paid.....	17
US Students Greater Than 8 Hours in Payroll.....	18

Job Aid Objectives

In this job aid, you will learn how to use GFS Exception Reporting to:

- review information about students who have completed and approved aid lines in GFS
- identify potential exceptions and policy issues with aid that's been awarded to students in your school, or department
- export data to Excel

GFS Exception Reporting - Overview

The GFS Exception Reporting functionality in PeopleSoft is designed to give Home Department Approvers and other GFS Users a simplified tool for tracking aid recipients. The reports are available to anyone who has access to GFS. The data is broken up into twelve areas of potential exceptions:

- **Aid Entered but not Term Activated** – Helpful in alerting you to the situation where aid has been entered for future terms but the student is no longer active.
- **Total Assistantship Hours equal 16 per term or are greater than 20** – Alerts you to potential policy conflicts.
- **Disbursement Sequence Override** – Displays basic information about disbursement overrides that have been granted for a specific term.
- **Enrolled with Less Than 8 Units** – Lists students with completed/approved aid lines who are enrolled in less than 8 units for a specific term and aid has disbursed without a disbursement sequence override (i.e., student's status changed after disbursement).
- **Foreign Students Greater Than 20 Hours** – Identifies international students who are working more than 20 hours per week based on Payroll data.
- **Home Org Not Equal Term Activation** – Identifies students whose Home Org on Aid Year Activation does not agree with data in the student's record.
- **No Units Enrolled** – Lists students with completed/approved aid lines who are not enrolled (stipend, tuition and/or TAL shouldn't disburse but will show as a hard commitment on expenditure statement; salary will be passed to payroll).
- **TAL Award Not Equal to TAL Rate, Amount Override** – Lists students who have a TAL award not equal to the TAL Rate per their TAL Category where an override exists.
- **TAL Category Not Equal to Billing Career Tuition Group** – Identifies students who potentially have been over or under awarded tuition.

- **TAL Without Assistantship** – Identifies cases where salary has been cancelled but TAL has not.
- **Tuition Mismatch; Billed and Paid** – Creates a list of students where the tuition bill does not equal the amount covered by aid completed and approved in GFS (shows both cases where not all tuition has been covered and where there is unapplied aid).
- **US Students Greater Than 8 Hours in Payroll** – Allows you to identify situations where a student appears to be working elsewhere on campus.

Data for each of the reports can be segregated by school or department. Data for each of the reports for the current aid year is evaluated nightly during batch processing. If a student's situation changes they may be removed from or added to the report.

When applicable, the reports have an “ignore exception” and notes functionality that allows users the option to “check off” a particular student and make notes about their status so that they can potentially be filtered out of the report in the future.

Each of the reports can be downloaded to excel.

Using the Reports

The instructions below guide you through the steps for pulling up the specific reports you wish to review.



Navigation

Main Menu>STF Grad Financial Support>STF Graduate Financial Support>Report>STF GFS Exception Reporting

STF GFS Exception Reporting

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Aid Year:	<input style="width: 100%;" type="text" value="="/>	<input style="width: 90%;" type="text"/>		
Exception:	<input style="width: 100%;" type="text" value="="/>	<input style="width: 90%;" type="text"/>		
Term:	<input style="width: 100%;" type="text" value="begins with"/>	<input style="width: 90%;" type="text"/>		
School Code:	<input style="width: 100%;" type="text" value="begins with"/>	<input style="width: 90%;" type="text"/>		
GFS Home Department:	<input style="width: 100%;" type="text" value="begins with"/>	<input style="width: 90%;" type="text"/>		
Exception Status:	<input style="width: 100%;" type="text" value="="/>	<input style="width: 90%;" type="text"/>		

[Basic Search](#)
[Save Search Criteria](#)

1. Enter the appropriate Aid Year.
2. Choose the Exception you would like to review from the dropdown list:

STF GFS Exception Reporting

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Aid Year: =

Exception: =

Term: begins with

School Code: begins with

GFS Home Department: begins with

Exception Status: =

[Basic Search](#)

Search Results:

- Aid Entered but not Term Activ
- Ast hrs=16hrs/term or Tot>20
- Disbursement Sequence Override
- Enrolled with < 8 Units
- Foreign Students > 20 Hrs
- Home Org<>Term activation
- No units enrolled
- TAL Awd<>TAL Rate, Amt Ovr
- TAL Cat<>Billing Car Tut grp
- TAL without Assistantship
- Tut Mismatch-Billed and Paid
- US Studs > 8 Hrs in Payroll

3. You may further refine the list of exceptions presented by selecting a Term, School Code, or GFS Home Department (Academic Organization).
4. Under “Exception Status” the choices are All Exceptions, Ignored Exception or Not Ignored Exception. If you, or another GFS User, had previously reviewed a particular report and checked the “Ignore Exception” box for specific students, you could use this option to filter those cases out so they wouldn’t need to be reviewed again.
5. Press Search to be presented with a list of all reports that match the criteria you’ve entered. If only one report matches, you’ll be taken directly to that report. Each report header repeats the selection criteria.

“Ignore Exception” and Making Notes

When appropriate the option is given to mark a particular student’s record to show that you’ve reviewed the potential exception and are allowing it to remain. For example, a student may appear on the “Aid Entered but Not Term Activated” report because your department has allowed a stipend in a quarter that the student was not enrolled. By marking “Ignore Exception” in that case you can note that it’s an exception allowed by departmental policy, then you or someone else reviewing the report next time wouldn’t have to look at it again.

When this option is available the final column of the report will look like this:

Ignore Exception
<input type="checkbox"/>

When you check the box, a link to optional comments becomes available:

Ignore Exception	Comments
<input checked="" type="checkbox"/>	Comments

Clicking on the Comments link brings up this screen:

Comments

Last Updated By: Date of last update:

Comments:

Once comments have been entered, the “comments” link on the report page updates to “comments entered.” The system automatically updates the user ID and date. If you wish to enter more information at a later date you may do so, but the user ID and date of the previous comment will no longer be saved. If important to keep this information, you must enter it in the comments section.

NOTE: If the underlying data that caused the student to appear on the exception report changes, the ignore exception box will be cleared and comments erased.

Generate Report; Downloading to Excel

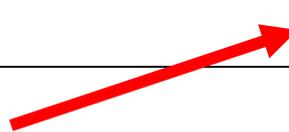
Users who wish to download data from a particular report to their desktop and save it as an Excel file may do so using the “Generate Report” button in the heading of each report.

NOTE: Popup blockers must be disabled for this feature to work as designed.

1. Click the yellow Generate Report button. A new window will open.
2. Depending on your Internet Explorer settings, you may be prompted to allow a file download. You may save the file to your hard drive as an excel file.
3. The saved file will be unformatted, but allows you to sort, copy, paste, and format as you would any excel file.

STF GFS Exception Reporting

Exception: Aid Entered but not Term Activ Exception Status: All Exceptions
Aid Year: 2015 Term: 1152 2014-2015 Autumn GFS Home Dept: COMPUTSCI
School Code: ENGINEER School of Engineering
Total number of students: 2 [Generate Report](#)



Criteria for Inclusion on the Reports

This section will walk through each of the reports individually and explain the data used to select individual students as potential exceptions. Once the underlying data changes, students may no longer appear on the report. The current aid year reports are refreshed nightly.

NOTE: Sensitive data (e.g. student name, ID number, etc.) is masked in the screen shots, for privacy purposes.

Aid Entered but not Term Activated

STF GFS Exception Reporting

Exception: Aid Entered but not Term Activ Exception Status: All Exceptions

Aid Year: 2015 Term: 1152 2014-2015 Autumn GFS Home Dept: COMPUTSCI

School Code: ENGINEER School of Engineering

Total number of students: 2 [Generate Report](#)

Exception Data									
Student ID	Display Name	Last Disbursement Date	Program Action	Action Date	Fellowship Stipend	Fellowship Tuition	Assist Salary	Assist TAL	Ignore Exception
[REDACTED]	[REDACTED]	09/29/2014 5:00:32PM	DISC	05/20/2014	3000.000	0.000	0.000	0.000	<input type="checkbox"/>
[REDACTED]	[REDACTED]	09/13/2014 7:24:22AM	DISC	11/09/2012	6334.000	0.000	0.000	0.000	<input type="checkbox"/>

[Save](#) [Return to Search](#) [Notify](#)

Students appearing on this exception report have at least one line of aid that has been completed and approved for a particular term but the student is not Term Activated for that term. Examples of when this situation might occur include students who have unexpectedly taken a leave of absence, withdrawn, or never enrolled in a particular term so have been cancelled by the Registrar’s Office. Basic information about the student’s aid is presented to allow you to review the student’s situation quickly. Examples of actions you may need to take include cancelling an assistantship salary before the first payroll date. Once aid has been cancelled or the student’s academic records have been straightened out the student will no longer appear on this report.

Assistantship Hours equal 16 per term or are greater than 20

STF GFS Exception Reporting

Exception: Ast hrs=16hrs/term or Tot>20 Exception Status: All Exceptions

Aid Year: 2015 Term: 1152 2014-2015 Autumn GFS Home Dept: EIPER

School Code: EARTHSCI School of Earth Sciences

Total number of students: 1 Generate Report

Exception Data							Personalize Find View All First 1 of 1 Last
Student ID	Display Name	Assistanship Lines					Ignore Exception
		Aid Seq	Standard Hours	Ident	Pay Org		
		AST001	16.00		TAAA	<input type="checkbox"/>	

Save Return to Search Previous in List Next in List Notify

This report alerts you to potential GFS policy conflicts. Students with total hours per term (non-summer) equal to 16 or total hours per term (non-summer) greater than 20 hours are included in this report. The above example first shows a student with 16 hours total assistantship. Basic information from the student's aid entry data is included.

For the specific policy, refer to Administrative Guide Memo 10.2.1, section 5b (<https://adminguide.stanford.edu/chapter-10/subchapter-2/policy-10-2-1#anchor-23517>).

Disbursement Sequence Override

STF GFS Exception Reporting

Exception: Disbursement Sequence **Exception Status:** All Exceptions
Override

Aid Year: 2015 **Term:** 1152 2014-2015 Autumn **GFS Home Dept:** HISTORY

School Code: HUMSCI Humanities & Sciences

Total number of students: 1 [Generate Report](#)

Exception Data							
Student ID	Display Name	Aid Sequence	Ident	Originator ID	Pay Org	User ID	Ignore Exception
		STP002	Health insurance AW	05174383	PAAA	APALMON	<input type="checkbox"/>
		STP003	Department Stipend	05174383	PAAA	APALMON	<input type="checkbox"/>
		TUT002	Weter Tuition	05174383	PAAA	APALMON	<input type="checkbox"/>

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

This report displays basic information about disbursement overrides that have been granted for a specific term. Home Department Approvers are responsible for entering disbursement overrides at *Main Menu > STF Grad Financial Support > STF Graduate Financial Support > Use > Disbursement Aid Seq Override*.

This report will be helpful to Home Department Approvers wanting to verify that overrides have been entered appropriately.

Enrolled with Less Than 8 Units

STF GFS Exception Reporting

Exception: Enrolled with < 8 Units Exception Status: All Exceptions
 Aid Year: 2015 Term: 1152 2014-2015 Autumn GFS Home Dept: ENGRDEAN
 School Code: ENGINEER School of Engineering
 Total number of students: 1 **Generate Report**

Exception Data									Personalize	Find	View All	First	1 of 1	Last
Student ID	Display Name	Tuition Group	Units by Career	Fellowship Stipend	Fellowship Tuition	Assist Salary	Assist TAL	Ignore Exception						
		TGR_ENG	3.000	716.000	0.000	8820.000	10200.000	<input type="checkbox"/>						

Save **Return to Search** **Previous in List** **Next in List** **Notify**

This report lists students with completed/approved aid lines who are enrolled for at least one unit, but in less than 8 units for a specific term (excluding Visiting Student Researcher status). Aid lines that have a Disbursement Sequence Override have been excluded. The aid lines displayed have not disbursed.

Foreign Students Greater Than 20 Hours

STF GFS Exception Reporting

Exception: Foreign Students > 20 Hrs Exception Status: All Exceptions
 Aid Year: 2015 Term: 1152 2014-2015 Autumn GFS Home Dept: CHEMENGR
 School Code: ENGINEER School of Engineering
 Total number of students: 2 **Generate Report**

Exception Data											Personalize	Find	View All	First	1-2 of 2	Last
Student ID	Display Name	Visa/Permit Type	Visa Expiration Date	Job Beqin Date	Termination Date	Last Paycheck Date	Hours Worked	Payroll Hours	Assistantship Hours	Ignore Exception						
		F1		10/16/2014		10/21/2014	28.00	20.00	8.00	<input type="checkbox"/>						
		F1		09/16/2014		10/21/2014	24.00	4.00	20.00	<input type="checkbox"/>						

Save **Return to Search** **Previous in List** **Next in List** **Notify**

The above report identifies international students who are potentially working more than 20 hours per week based on Payroll data. The first student listed in this example has a 8 hour assistantship, plus an additional hourly job of 20 hours, giving a total of 28 hours. The last paycheck date is noted so you can be aware of recent activity. Follow up with the student would be appropriate. The student’s Visa does not allow for employment more than 20 hours per week during periods of enrollment. For the specific policy, refer to Administrative Guide Memo 10.2.1, section 8b (<https://adminguide.stanford.edu/chapter-10/subchapter-2/policy-10-2-1#anchor-23517>).

Home Org Not Equal Term Activation

STF GFS Exception Reporting

Exception: Home Org<->Term activation Exception Status: All Exceptions

Aid Year: 2015 Term: 1152 2014-2015 Autumn **GFS Home Dept: AEROASTRO**

School Code: ENGINEER School of Engineering

Total number of students: 1 [Generate Report](#)

Exception Data									
Student ID	Display Name	TAL Category	Academic Career	Academic Program	Academic Plan	Academic Org	Dual Degree Indicator	Ignore Exception	
		ENGR	GR	ME	ME-PHD	MECHENGR	<input type="checkbox"/>	<input type="checkbox"/>	

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

This report identifies students whose Home Org on Aid Year Activation does not agree with current data in the student’s record. Students with multiple programs may show up on this report; the Dual Degree Indicator check-box on the report will be checked when it is a multiple career student.

In the example above, this student has been Aid Year Activated with home department AEROASTRO. However, the student’s records indicate he is an ME PhD. The Dual Degree indicator is not checked. A review of the student’s records in Student Program/Plan indicates the student completed an MS degree in Aeronautics & Astro, and is now active in the ME PhD program. It may be appropriate to update the student’s home org (on Aid Year Activation) to ME.

No Units Enrolled

STF GFS Exception Reporting

Exception: No units enrolled Exception Status: All Exceptions

Aid Year: 2015 Term: 1152 2014-2015 Autumn GFS Home Dept: EDUCATION

School Code: EDUCATION Graduate School of Education

Total number of students: 1 [Generate Report](#)

Exception Data									
Student ID	Display Name	Email Address	Program Action	Action Date	Fellowship Stipend	Fellowship Tuition	Assist Salary	Assist TAL	Ignore Exception
			ACTV	05/13/2014	8151.160	0.000	0.000	0.000	<input type="checkbox"/>

This report lists students with completed/approved aid lines, who are not enrolled (0 FA units). Unless an aid disbursement sequence override has been entered, stipend, tuition and TAL will not disburse. Salary information, however, will be passed to payroll.

TAL Award Not Equal to TAL Rate, Amount Override

STF GFS Exception Reporting

Exception: TAL Awd<->TAL Rate, Amt Ovr Exception Status: All Exceptions

Aid Year: 2015 Term: 1152 2014-2015 Autumn GFS Home Dept: PHYSICS

School Code: HUMSCI Humanities & Sciences

Total number of students: 8 Generate Report

Exception Data

Student ID	Display Name	TAL Category	Originator ID	Program Action	Action Date	TAL Action Reason	Fellow
[REDACTED]		GR	[REDACTED]	DATA	08/05/2011	Tuition support from other Src	Aid TU TU TU TU

This report lists students whose TAL award has been overridden and is no longer equal to the TAL Rate per their TAL Category. The first half of the screen, pictured above, shows the reason selected for the TAL override and Program Action and date information from Student Records. The second half, pictured below, shows fellowship tuition data (since that is often the reason for an adjustment) and information about the TAL.

Fellowship Tuition Lines					Assistantship Hours	TAL Default Amt	Amended TAL Amount	Ignore Exception
Aid Seq	Fellowship Tuition	Ident	Pay Org					
TUT001	9570.00	H&S	PAAA					
TUT002	0.00	H&S	PAAA	10.00	4785.00	0.00	<input type="checkbox"/>	
TUT003	0.00	H&S	PAAA					
TUT004	0.00	H&S	PAAA					

TAL Category Not Equal to Billing Career Tuition Group

STF GFS Exception Reporting

Exception: TAL Cat<->Billing Car Tut grp **Exception Status:** All Exceptions

Aid Year: 2015 **Term:** 1152 2014-2015 Autumn **GFS Home Dept:** MTLIT

School Code: HUMSCI Humanities & Sciences

Total number of students: 1 [Generate Report](#)

Exception Data								
Student ID	Display Name	TAL Category	Tuition Group	Academic Career	Academic Program	Academic Plan	Billing Career	Ignore Exception
		TGR	GQ_GR	GR	MTLIT	MTLIT-PHD	GR	<input type="checkbox"/>

This report identifies students who have potentially been over or under awarded tuition. Listed students have been assigned a TAL category on aid year activation which does not match the billing career/tuition group from Term Activation. In the example above, the student has been aid year activated with TGR status, but is being billed at the Grad Quarter rate.

TAL Without Assistantship

STF GFS Exception Reporting

Exception: TAL without Assistantship **Exception Status:** All Exceptions

Aid Year: 2015 **Term:** 1152 2014-2015 Autumn **GFS Home Dept:** ECONOMICS

School Code: HUMSCI Humanities & Sciences

Total number of students: 2 Generate Report

Exception Data

Student ID	Display Name	TAL Category	Originator ID	Program Action	Action Date	Assistantship Lines	
[REDACTED]		TGR	[REDACTED]	PLNC	04/23/2012	Aid Seq	Standard Hours
						AST002	20.00
[REDACTED]		GR	[REDACTED]	DATA	07/31/2013	Aid Seq	Standard Hours
						AST004	20.00

Identifies cases where salary has been cancelled but TAL has not. This page shows two students with cancelled AST002 and AST004 lines, but the corresponding TAL002 line and TAL004 lines have not been cancelled. Program Action and Action Date are displayed to give a quick view of the student's enrollment status. Both of these students still appear to be enrolled.

Personalize Find View All [2] [Grid Icon] First 1-2 of 2 Last							
Standard Hours	Ident	Pay Org	Assistantship Hours	TAL Default Amt	TAL Disbursed Amount	Ignore Exception	
20.00	[REDACTED]	PAAA	20.00	1435.50	1435.50	<input type="checkbox"/>	
20.00	[REDACTED]	MAAA	20.00	9570.00	9570.00	<input type="checkbox"/>	

Tuition Mismatch; Billed and Paid

STF GFS Exception Reporting

Exception: Tut Mismatch-Billed and Paid **Exception Status:** All Exceptions
Aid Year: 2015 **Term:** 1152 2014-2015 Autumn **GFS Home Dept:** BIOENGR
School Code: ENGINEER School of Engineering
Total number of students: 2 Generate Report

Exception Data		Personalize Find View All First 1-2 of 2 Last						
Student ID	Display Name	Units Taken	TAL Category	Amount Charged	TAL plus TUT	Mismatch Amount	TAL Default Amt	Ignore Exception
		11.000	ENGR	0.00	3380.00	-3380.000	2871.00	<input type="checkbox"/>
		20.000	ENGR	17783.00	0.00	17783.000	125.00	<input type="checkbox"/>

This Report shows students who have a tuition charge on their student account for the term which does not equal GFS tuition payments (total of TAL and TUT). Only the completed and approved aid lines are considered. In the Mismatch Amount column, positive numbers show the amount of the student’s charge that has not been met with aid from GFS. Negative numbers indicate the amount of GFS aid that is over the student’s tuition charge for the quarter. (Negative number should also be thought of as unapplied aid and should never be “ignored.” This report does not replace the Unapplied Aid Report found in BI.stanford.edu as it only considers tuition charges.)

This report is useful for departments where a commitment has been made to fund a student’s full tuition. There is no University-wide policy that says tuition must be covered with aid.

US Students Greater Than 8 Hours in Payroll

STF GFS Exception Reporting

Exception: US Studs > 8 Hrs in Payroll **Exception Status:** All Exceptions
Aid Year: 2015 **Term:** 1152 2014-2015 Autumn **GFS Home Dept:** SLA/IC
School Code: HUMSCI Humanities & Sciences
Total number of students: 1 Generate Report

Personalize Find View All First 1 of 1 Last											
Student ID	Display Name	Standard Hours	Hiring Department	Payroll Data							Ignore Exception
				Last Paycheck Date	Additional Payline #	Earn Code	Comp Rate Used	Other Hours	Other Earnings		
		10.00	BVZZ	12/04/2014	1	101	20.00	5.00	100.00	☐	
				12/04/2014	2	GFS	0.00	0.00	1423.67		

Allows you to identify situations where a student appears to be working elsewhere on campus. – The report shows all students with 50% (greater than or equal to 20 hrs) assistantships and with a non-GFS job record in payroll greater than 8 hours per week.