GFS Exception Reporting

New Tools to find exceptions more easily

GFS Users Forum, November 1, 2007
Karen Cooper, Director of Financial Aid

Objectives

• Learn about the development of GFS Exception Reports and Job Aids
• Learn how to use GFS Exception Reports 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
Exception Reporting in GFS

• Since GFS first went live in PeopleSoft there has been a recognized need for an easier way to find “exceptions”
• Began working with developers 18 months ago to identify situations where reports are needed and a format for the reports
• Thanks to all who have had a part:

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Al Murray</td>
<td>Olgalydia Urbano-Winegar</td>
</tr>
<tr>
<td>Ann George</td>
<td>Priscilla Fiden</td>
</tr>
<tr>
<td>Kelly Wright</td>
<td>Roni Holeton</td>
</tr>
<tr>
<td>Lola Enríquez</td>
<td>Sally Gressens</td>
</tr>
<tr>
<td>Nancy Aguilar</td>
<td>Valerie Kiszka</td>
</tr>
</tbody>
</table>

GFS Exception Reporting Overview

• Goal has been to create a tool to help you do your job more easily; not to create new work for you
• Each department manages the work load in their own way; reports need to be flexible
• Accessible to all with GFS access; most helpful to Home Department Approvers
• The new reports don’t do everything: ReportMart1 Reports are still available for searching by PTA, Originator, Acad Org
Job Aid Available

• Use “PeopleSoft Learning Center” for all GFS Manuals and Job Aids
• http://www.stanford.edu/services/peoplesoft/student_admin_jobaids.html

Graduate Financial Support

- GFS Exception Reporting (NEW - October 2007)
- GFS Disbursement Overridges
- Find RPM Term for Old Account
- Entering Graduate Assistantships
- Entering a Summer Assistantship for Less Than 12 Weeks
- Using the GFS Exception Reports Job Aid
- GFS WF Originator Job Aid
- Worklist Manager for GFS Approvers

Using the GFS Exception Reports

- Navigate to GFS > Report > STF GFS Exception Reporting
- Reports are refreshed nightly
There Are Twelve Reports

You can be specific about the population you are interested in searching for:
You are presented with a list of all students who met the criteria entered on the Search Page.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Last Disbursement Date</th>
<th>Program Action</th>
<th>Action Date</th>
<th>Fellow</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>09/14/2007 3:12:50PM</td>
<td>DISC</td>
<td>07/13/2006</td>
<td></td>
</tr>
</tbody>
</table>

Scrolling to the right…
“Allow Exception” and making notes

• There are some situations in which something that is an “error” that must be fixed for one student may be acceptable for another student

• There are other situations in which University Policy must be followed

• This function will be especially useful for departments where more than one individual will be using these reports

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Comments link allows you to save notes

• Checkmarks and comments are saved as long as the underlying data hasn’t changed

• If a piece of information changes for the student you must review again

• “Allow Exceptions” allows you to filter those previously reviewed out of the report
Generate Report Allows Download to Excel

- For use by those who want to further manipulate the data
- Also useful for saving “snapshot” of status at any given point in time

Clicking “Generate Report” causes an unformatted excel spreadsheet to open in a new window
- It’s not pretty, BUT, you can format, sort and save the report as you wish
The Twelve Reports…
1. Aid Entered but not Term Activated

- Students will appear when:
  - Aid completed/approved but student not term activated.
  - Examples: Student has unexpectedly taken leave of absence, withdrawn or never enrolled so have been cancelled.
- 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 or setting aid lines back to pending (remember Commitments!).
- Once aid has been cancelled or the student’s academic records have been straightened out the student will no longer appear on this report.
2. Total Assistantship Hours equal 16 per term or are greater than 20

- Alerts you to potential 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.
- Basic information from the student’s aid entry data is included.
3. Disbursement Sequence Override

- Displays basic information about disbursement overrides that have been granted for a specific term.
- Home Department Approvers are responsible for entering disbursement overrides at 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.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Aid Sequence</th>
<th>Identity</th>
<th>Originator ID</th>
<th>Pay Org</th>
<th>Operator ID</th>
<th>Ignore Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>STF001</td>
<td>Travel-Post Cand</td>
<td>05129460</td>
<td>TFAA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>STF001</td>
<td>Travel-Post Cand</td>
<td>06128469</td>
<td>TFAA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>STF001</td>
<td>Health Sub Ast Full</td>
<td>06128469</td>
<td>ZZUM</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>TAIL001</td>
<td>Barrio-MarAdhinst</td>
<td>06128469</td>
<td>TFAA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exception: Disbursement Sequence Override
Exception Status: All Exceptions
Total number of students: 3

Generate Report
4. Enrolled with Less Than 8 Units

- 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 Researcher.)
- Aid lines that have a Disbursement Sequence Override have been excluded. The aid lines displayed have not disbursed. (Remember Commitments!)

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Tuition Group</th>
<th>Units by Career</th>
<th>Fellowship Stipend</th>
<th>Fellowship Tuition</th>
<th>Assistant Salary</th>
<th>Resident TAL</th>
<th>Entitle Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ENGR_211</td>
<td>4.00</td>
<td>7578.00</td>
<td>7620.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGR_212</td>
<td>6.00</td>
<td>328.00</td>
<td>0.00</td>
<td>6552.00</td>
<td>4572.00</td>
<td></td>
</tr>
</tbody>
</table>
5. Foreign Students Greater Than 20 Hours

- Identifies international students who are working more than 20 hours per week based on Payroll data.
- The student’s Visa does not allow for employment more than 20 hours per week.
6. 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.
- Shows potential mismatches.

Students with multiple programs may show up. The Dual Career check-box will indicate it is a multiple career student.

In the example above, this student has been Aid Year Activated with home department Economics. However, the student’s records indicate he is a Physics PhD. The Dual Degree indicator is checked so there may be nothing to resolve, but the information is presented for your review.
7. No Units Enrolled

- List of 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.
- Those with override already not included.
- Remember Commitments!
8. TAL Award Not Equal to TAL Rate, Amount Override

- Lists students whose TAL award has been overridden and is no longer equal to the TAL Rate per their TAL Category

| Exception Data | | | | | |
|----------------|------------------|-----------------|-----------------|-------------------|
| Student ID | Name | TAL Category ID | Originator | Program Action | Action Date | TAL Action Reason |
| | | | ENOR | DATA | 07/15/2005 | Tuition support from other Dir |
| | | | ENOR | DATA | 07/15/2005 | Reduced to unit adjustment |

| Fellowship Tuition | | | | | |
|-------------------|------------------|-----------------|-----------------|-------------------|
| Net Seq | Fellowship Tuition | Ident | Pay Org | Assistance Hours | TAL Default Rate | Amended TAL Amount | Ignore Exception | |
| TLJ002 | 2687.00 | NSF SUPP | ZZYA | 8.00 | 1524.00 | 0.00 | | |
| TLJ003 | 2138.00 | NSF SUPP | RAAA | | | | | |
| TLJ004 | 2625.00 | NSF | FAAA | | | | | |

No corresponding data available.
9. TAL Category Not Equal to Billing Career Tuition Group

• 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 students have been aid year activated as TGR students, but are being billed at the Grad Quarter rate.
10. TAL Without Assistantship

- Identifies cases where salary has been cancelled but TAL has not.
11. Tuition Mismatch; Billed and Paid

- Shows students who have a tuition charge in Student Financials 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 ReportMart as it only considers tuition charges.
12. US Students Greater Than 8 Hours in Payroll

- 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.
- Allows you to identify situations where a student appears to be working elsewhere on campus.
We hope you find these new reports helpful!!

• If you have feedback please pass on through your GFS Advisory Group member.
• Or email Karen.Cooper@stanford.edu
• If you notice “technical difficulties” submit HelpSU