GFS USER FORUM: EXPERIENCED USERS PANEL

Cardinal Care
Ann George

ReportMart1, Canned Reports
Tara Ilich, Amy Erickson & Sally Gressens

Terminate/Cancel Aid Line
Dana Green & Amy Erickson

Deadlines
Angela Schenone & Priscilla Fiden

Q & A

GFS User Forum: Experienced Users Panel

What’s New in CARDINAL CARE?

- 12-month plan, paid over 9 months
- Annual premium = $3072
  Quarterly premium (A/W/S) = $1024
- Quarterly premium may change if student begins coverage after Autumn Quarter
- No premium in Summer, if student was here in prior quarter(s)
- CC subsidy for 50% assistantship = $512
- International students can’t waive CC without demonstrating comparable coverage to Vaden
CAMPUS HEALTH SERVICES FEE

- Same amount ($167 per quarter) as last year
- Charged EVERY quarter if the student is enrolled at the Stanford campus
  - Includes Visiting Researchers
  - Does not include Postdocs (unless also matriculated)
- Is NOT the same as insurance, uses a different Charge Priority (HLTHSRVC)
- Will be deducted automatically from stipends with STD-CHRG Charge Priority

REPORTMART1
GFS FUNDING FORM & SUMMARY REPORT
GFS User Forum: Experienced Users Panel

The Server
### GEOPHYSICS STUDENT FUNDING 2010-11

<table>
<thead>
<tr>
<th>Quarter</th>
<th>TA, RA or Fellow</th>
<th>TA/RA Hours/ps</th>
<th>Net</th>
<th>Future P/TA</th>
<th>Future Tuition</th>
<th>Future P/TA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn</td>
<td>RA</td>
<td>8400</td>
<td>1187664.360-300-QAMVC</td>
<td>2517</td>
<td>1107664.360-300-QAMVC</td>
<td>2517</td>
</tr>
<tr>
<td>Winter</td>
<td>RA</td>
<td>8400</td>
<td>1187664.360-300-QAMVC</td>
<td>2517</td>
<td>1107664.360-300-QAMVC</td>
<td>2517</td>
</tr>
<tr>
<td>Spring</td>
<td>RA</td>
<td>8400</td>
<td>1187664.360-300-QAMVC</td>
<td>2517</td>
<td>1107664.360-300-QAMVC</td>
<td>2517</td>
</tr>
<tr>
<td>Summer</td>
<td>Intern RA</td>
<td>8400</td>
<td>1110478.1-AABFP</td>
<td>2517</td>
<td>1110478.1-AABFP</td>
<td>2517</td>
</tr>
</tbody>
</table>

Note: Student Name and Authorizer are not visible in the image.
## GFS User Forum: Experienced Users Panel

### Stanford University Reporting: GFS Aid Sum by Student

#### CONFIDENTIALITY AGREEMENT
I understand and accept responsibility for complying with the Federal law and University policy concerning the privacy rights of students, student applicants, employees, and job applicants; and I understand that a breach of this agreement be cause for disciplinary action, up to and including termination of employment.

#### Description: (Rpt PS_GFS008)
This report provides detailed information about graduate aid organized by student. The report includes data such as award amount, funding source, term, aid type, pay status, when the award detail line was last updated, and by whom. Result and Pivot sections may be printed and/or exported to Excel or other formats.

#### Instructions for Processing:
Click the Process button below to run the GFS Aid Sum by Student report. To limit the data included in the output, you may select high-level limits such as one or more Academic Plans, Department IDs, or Project IDs. Selecting ignore will include all available values for a limit.

### Student Related
- Process by: Acad Dept
- Process by: Scholar (%AcadOrg)
- Process by: Academic Plan
- Process by: University

### Money Related
- Process by: Pay Org
- Process by: Awards/Project/Task
- Process by: Fed/State/Other
- Process by: Aid

After Processing, click on a Section button below or go to a Results Section for additional limiting, sorting and exporting options.

### GFS Aid Sum by Student - Active Aid

| I/A | Seq | Name | Address | Phone | Student ID | Student Org | Appl Status | Award Year | Merit | AID - 0 | AID - 1 | AID - 2 | AID - 3 | AID - 4 | AID - 5 | AID - 6 | AID - 7 | AID - 8 | AID - 9 | AID - 10 |
|-----|-----|------|---------|-------|------------|-------------|-------------|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 100 | 1   | John Doe | 123 Main St | 555-1234 | 1234567890 | A010101 | A123456 | 2010 | 0.50 | 10000 | 20000 | 30000 | 40000 | 50000 | 60000 | 70000 | 80000 | 90000 | 100000 |
Happy Stanford Students!
GFS Enrollment Check Report

– Students with funding but not enrolled (gone? late?) need to enroll, or cancel the funding!
  Before Payroll (paychecks auto-deposit)
  midquarter: stipend/tuition/TAL undisbursed = commitments

– Students approved for < 8 units, need Disbursement Override for tuition/stipend

– too few units, not aid-eligible need to add units or petition (or cancel funding)

– TGR/GQ enrollment problems (eligibility, tuition, etc)

Process: Program Status = Ignore or Select ALL !!
GFS Enrollment Check Report

1) Students with funding but not enrolled (gone? late?)
   
a) before Payroll  [paychecks auto-deposit, must recover]
   
b) stipend/tuition/TAL:  clean up undisbursed money!
   (will show as commitments, not in unapplied aid)
   
   “0 Units”  “Missing Term-actvn” = RO says not here
   “Need units” = may enroll?
   “No TGR-GQ Class”  = TGR/GQ students

   Process:  Program Status = Ignore or Select ALL !!

2) Students approved for < 8 units, don’t have their money!!
   need Disbursement Override for tuition/stipend
   “Less than 8”  Tuition Group:  xxx_UB
   Passed?  “D” = ok  blank = not disbursed

3) Too few units, not aid-eligible — need to add units/petition
   “Less than 8”  Tuition Group not  xxx_UB or  HCP

4) Not TGR or Grad Qtr, enrolled in TGR/GQ course
   not eligible for course, so not aid eligible
   need to add/drop or need TGR/GQ petition
   “0 Units”  “Need Units”
   PS/RM1:  see TGR course; see regular tuition charged
   disbursement works, but there’s an academic problem
DEADLINES

Resources & Job Aids: Payroll Schedules and Deadlines

On this page:

- Payroll Deadlines for 2010
- Payroll Deadlines for 2011

Note: * Paper forms and Access Timecard actions completed by these dates because of the holiday

### Payroll Deadlines for 2010

<table>
<thead>
<tr>
<th>Pay Period Ending</th>
<th>Payday</th>
<th>GIS Entries Must Be Completed by PM on This Date</th>
<th>Paper Forms for Payroll by 5 PM the Previous Payday</th>
<th>Progesssoft Entries Must Be Completed by 5 PM on This Date</th>
<th>Progesssoft Group Exit and Begin an Exit on This Date</th>
<th>Labor Schedule Submits for Hourly Employees by 5 PM on This Date</th>
<th>Labor Schedule Submits for Salary Employees by 5 PM on This Date</th>
<th>Time Entries Used to Access Timecard by 5 PM on This Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/08</td>
<td>12/07</td>
<td>12/07</td>
<td>12/06</td>
<td>12/05</td>
<td>12/04</td>
<td>12/03</td>
<td>12/02</td>
<td>12/01</td>
</tr>
<tr>
<td>12/15</td>
<td>12/14</td>
<td>12/14</td>
<td>12/13</td>
<td>12/12</td>
<td>12/11</td>
<td>12/10</td>
<td>12/09</td>
<td>12/08</td>
</tr>
<tr>
<td>12/22</td>
<td>12/21</td>
<td>12/21</td>
<td>12/20</td>
<td>12/19</td>
<td>12/18</td>
<td>12/17</td>
<td>12/16</td>
<td>12/15</td>
</tr>
</tbody>
</table>

CHECKING APPROVALS

- For Stipend, Tuition, Salary and TAL lines:
APPROVALS FOR REQUESTING ITEM TYPES

- Every day, Monday through Friday at 10:00am, 12:00pm, 2:00pm, and 4:00pm

WHAT HAPPENS IF MY LINES WEREN’T APPROVED IN TIME?

- **Types of Lines:**
  - Terminations
  - Change in salary
  - Same salary, change in PTA
  - New salary line

- **Various Options:**
  - Contact payroll to submit OTP
  - Journal Entry
  - Contact HRA/HRM
  - Off cycle check or Supplemental Pay