GFS: UNAPPLIED AID AND OTHER UPDATES

Joanna Sun & Malini Doering November 7, 2012 UNAPPLIED AID: WHY DOES IT HAPPEN?Third Party Credits

Tuition Status Change (going TGR)

Health Insurance Waivers

Run Unapplied Aid report after the final study list deadline or after the first payroll run of the quarter

RUNNING THE UNAPPLIED AID REPORT

- In ReportMart1
- GFS Unapplied Aid Report (PS_GFS015)
- See Handout for instructions on running the report

GFS UNAPPLIED AID REPORT

GFS Unapplied Aid												
Run Date: 09/20/2006												
Term		Expenditure	Aid	Refund	Aid	Unapplied						
Project Task	Award	Туре	Application	Y/N	Amount	Aid Amt	Item Type					

Current Academic Program(s):

(

<u>0983</u>	7374	Stanford, Leland		Leland				Real Tuition	<u>ASSU</u>	Health Ins	Doc Fee
10	66							100.00	22.00	597.00	0.00
							0.00	0.00			
	1065848	1	DADIZ	57630	HLTH_SUB	Ν	-299.00	0.00	8999	00000002	
	1065848	1	DADIZ	57630	HLTH_SUB	N	-1.00	-1.00	8999	00000002	
	1018900	1	PAHAL	57402	TU_ONLY	Ν	-2,510.00	-2,510.00	8731	00009372	
	1018900	1	PAHAL	57402	TU_ONLY	Ν	-100.00	0.00	8731	00009372	
	1018900	1	PAHAL	57630	HLTHONLY	Ν	-298.00	0.00	8731	00009373	

CHANGING GFS

- Confirm that there's unapplied aid in the student's bill in PeopleSoft (in the Student Services Center panel)
- Make updates in GFS to reflect the correct amount

Firefox 🔻		. O X
Aid Entry +		
🗲 🔒 https://axess.stanford.edu/psp/pscsprd/EMPLOYEE/HRMS/c/STF_SR_RECOMMENDING_LIST.STF_REC_LST.GBL?FolderPath=PC 🏫 🛡 😋 🚱 🛪 Google	٩	☆ 🖸 -
STANFORD AXESS UNIVERSITY AXESS	kt for more information. Add to Favorites	Hello, Malini Sign out
Resources Employee Information STARS (Training)	Search:	
Favorites PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry		
· 전 New Windo	w 📍 Help 🛛 📝 Customize	Page 📳 http
Tal Detail		
Term Distribution Find	View All First 🚺 1 of 1 🚺 Las	
Overrides		1
Ierm: 1126 11-12 Spr Allocation Calculated Term TAL 4340.00 Override Rsn:		
TAL Category: TGR Amount Awarded Term TAL Rsn 2604.00 Other src		
Amt descr:		
Item Type Charging Detail		
Event Distursement		
<u>Seq No</u> <u>Start Date</u> <u>End Date</u> <u>Amount</u> <u>Fund Src</u> <u>Item Type</u> <u>Project</u> <u>Task</u> <u>Award</u> <u>Expend</u> <u>Deptid (Task</u> <u>Org)</u>	Charge Priority Itm	
1 04/02/2012 06/08/2012 2604.00 82000000000 1025746 1 AABKB 51975 TICU	TU_ONLY Itm	
OK Cancel		
Step 1: Pend the line		
Step 1. I chu the file.		
Step 2: Check "Amount" box and enter the		
correct tuition amount		
Step 3: Complete the line		
Step 5. Complete the filte		

OTHER CHANGES IN GFS

- PTA changes
- Early termination
- Canceling aid lines
- Stipend updates

WHY WOULD YOU NEED TO CHANGE THE PTA?

• Student was charged to the wrong grant or changed research projects

• Overdraft on PTA

PTA CHANGE

Firefox *	
Aid Entry +	
A https://axess.stanford.edu/psp/pscsprd/EMPLOYEE/HRMS/c/STF_SR_RECOMMENDING_LIST.S	FF_REC_LST.GBL?FolderPath=PC ☆ マ C Street Coogle
STANFORD AXESS UNIVERSITY UNSUPPORTED Browser	Hello, Malini : Firefox 15 on Windows! Hover mouse over this text for more information. Add to Favorites Sign out
Resources Employee Information STARS (Training)	Search: 🛞
Favorites PeopleSoft > STE Grad Financial Support > STE Graduate Financial Support > Use >	Aid Entry
	문과 New Window 🥐 Help 📓 Customize Page 📲 http
Assistantship Detail	
4092.04 4092.04	
EDUC 268A Line Totals 4082.04	
Term Distribution	Eind View All First 🕅 1 of 1 🔟 Last
Allocate Charge By @ Amount © Date	
Item Type Charging Detail	
Detail Disbursement	
Seq No Start Date End Date Amount Fund Src Item Type 1 04/01/2012 06/30/2012 4082.04 82000000179	Project Task Award Expend Type Deptid (Task Org) Charge Priority Itm Q 1025746 1 AABKB 51410 TICU TA_SAL Itm + -
	Step 1: Pend the line. Click "Details". The Item
OK Cancel	Type box will be available for updating.
	Step 2: Enter the correct PTA
	Step 3: Complete the line
	Step 4: If the PTA change will affect TAL too, the
	Calc Tal button will update the TAL PTA
	Step 5: Complete the TAL line (Assist TAL panel)
	Note: If this is a retroactive change work with your
	Finance Dept for the journal transfer
۲	

WHY WOULD YOU NEED TO ENTER AN EARLY TERMINATION?

• Appointment type change (e.g from TA to RA) after GFS deadline

• Student status change (e.g. mid-quarter/year leave of Absence, advance to candidacy)

• Performance issues

EARLY TERMINATION

Firefox 🔻		-	-		10 hereite		Mark Mark	at head of									x
Aid Entry		+															
+ https://axe	ess. stanford.edu /psp/	pscsprd/E	MPLOYEE/HRMS/	c/STF_GR	ADUATE_FINANCI	AL_SUPPORT.S	TF_GF_AID_ENTI	RIES.GBL?Folder=N	IYFAVORITES		☆ マ C'	Soogl	le		٩	⋒	-
Υ	NEOI	R D	AXES	S												Hello, I	Malini
	IVERSITY				Unsupported B	rowser: Firefo	ox 15 on Wind	lows! Hover mo	use over this	text for more in	nformatio	n.			Add to Fouritop	Loia	an out
Resources	Employee Information	on S	STARS (Training)											Search:	Add to Pavolites	l old) (Second
Favorites PeopleS	oft $ ightarrow$ STF Grad Fina	ancial Sup	port > STF Grad	luate Fina	ncial Support 🚿	Uşe > Aid Ent	τγ										
EL SUR Stingard	EL OUD Tuition	Accist So		Wo	rk Papal							<u>R</u>	New Win	dow ? Help	📝 Customize	Page	http://
PLOHP Superio	PESHF <u>I</u> uluoli	ASSISTOR	ASSIST IA	<u>1</u> W0	INFallel												
TAL Category	Total Amt Autur	mn GR	Winter GR	Spring GR	Summer GR												
All Assist Salary	23280.06 7759	.98	7760.04	7760.04													
Enter Assistants	hip Salary																
Entry Quarter	ly/Notes WF Trans	action															
Aid Seg Ident	<u>*Paγ Orq</u>	<u>Assist</u> <u>Type</u>	<u>Disb Plan</u>	Hours/ week	Min Pay Period Amt	Pay Period Amt	Start Date	End Date	Termination Date	Assist Total	Detail	Calc TAL	Info only	Status Descripti	on Approval Status		
AST001 Padilla	-RA TFAA	RA	Qtr Aut	20.00		1293.33	10/01/2011	12/31/2011		7759.98	Detail	Calc TAL		C Q Complete	e Pending [+ -	
AST002 Padilla	-RA TFAA Q	RA	Qtr WtrSpr	10.00		646.67	01/01/2012	06/30/2012	B	7760.04	Detail	Calc TAL		P Q Pending	Pending	• -	
AST003 Steele	- RA TFAA	RA	Qtr Wtr	10.00		646.67	01/01/2012	03/31/2012	/	3880.02	Detail	Calc TAL		C Q Complete	e Approved [+ -	
AST004 Steele-	-RA TFAA	RA	Qtr Spr	10.00		646.67	04/01/2012	06/30/2012		3880.02	Detail	Calc TAL	17 1	C Q Complete	e Approved	+ -	
Save Q Ret	urn to Search	Previous in	List ↓ Next in	l ist	Notify												
ELSHP Stipend LELS	SHP Tuition Assist \$	Salary I As	sist TAL I Work P	anel	liouiy												
			<u></u>					K									
						Step	2: Ente	er the			C.	1.	D 1	1 41			
						torm	instion	data an	d		50	ep I:	Pena	i the			
						leim	mation		u		lin	e that	you	want			
						com	plete th	ie line			to	termi	nate				
													indee				
]	FAL	disbur	ses a	and is p	baid ev	ven if	there's	an ear	ly	L						
	t	erm	ination	. C	heck ur	nappli	ed aid	depend	ling or	າ 🗌							
		b a 4				notio		pone		-							
	t	ne ti	iming c	of th	e termi	natior	1.										
javascript:pAction_w	in0(document.win0,'S	STF_GF_AS	STND_VW_STF_GF	LINE_STA	TUS\$prompt\$1');		m										Þ

WHY WOULD YOU NEED TO CANCEL AN AID LINE?

- Entry errors in the student's funding (disbursement plan, hours, pay amount).
- Appointment type changes (e.g. from TA to RA)
- Note: You don't need to cancel a line for PTA changes. Just pend the line and correct the PTA.

Firefox T Aid Entry	+	_	10 Percent	or Coupling that	Road Isophot) _ X
+ https://axess.stanford.edu/psp/pscspr	d/EMPLOYEE/HRMS/c/STF_GRADUAT	E_FINANCIAL_SUPPORT.STF_GF_AID_ENTRIE	S.GBL?Folder=MYFAVORITES				למ ד פ 🖉 🚼 ד Google	۶ م	- 🖬 - 1
STANFORI UNIVERSITY	D AXESS	oported Browser: Firefox 16 on Windo	ws! Hover mouse over this	; text for more informatio	n.			Hell	lo, Malini Sian out
Resources Employee Information	STARS (Training)						Search:	Add to Favorites	ingin out
Favorites PeopleSoft > STF Grad Financial	Support > STF Graduate Financia	Support > Use > Aid Entry							_
FLSHP Stipend FLSHP Tuition Assist	t Salary Assist TA <u>L</u> Work Pan	el					문제 New Window ? Hel	p 📝 Customize Pag	je 🖷 http
			_						
Total Amt Autumn	Winter Spring S	ummer							
TAL Category GR All Assist Salary 23279.94 7759.98	GR GR 7759.98 7759.98	GR							
Enter Assistantship Salary Entry Quarterly/Notes WF Transaction						-	_		
Aid Seg Ident *Pay Org Assis	<u>st</u> <u>Disb Plan</u> <u>Hours/ Min F</u>	Pay Period Pay Period Start Date	End Date	Assist Total Detail	Calc TAL	atus Description Status			
AST001 RALoeb TFAA RA	Otr Aut 20.00	1293.33 10/01/2011	12/31/2011	7759.98 Detail	Calc TAL	Q Complete Approv	ved 🕂 🗖		
AST002 RALoeb TFAA RA	Qtr WtrSpr 20.00	1293.33 01/01/2012	06/30/2012	15519.96 Detail	Calc TAL	Q Complete Approv	ved 🛨 🖃		
						\backslash	. <u></u>		
Save Return to Search 1 Previou	s in List 📲 Next in List 🖃 Notif	Y	Message			X	Step 1. In status		
FLSHP Stipend FLSHP Tuition Assist Salary	Assist TAL Work Panel		Concel line 2 (25100.66	0			Step 1. Il status		
			Gandernine ? (20100,00	"			box enter "X" to		
					Yes No		cancel		
							Culleer		
						\searrow			
							Step 2: You'll		
							racing the		
							receive the		
							following		
							dialogue boy		
							Click "Yes''.		

Firefox *	rdadu - Microsoft Outlook		X
Aid Entry +			
← ● https://axess.stanford.edu/psp/pscsprd/EMPLOYEE/HRMS/c/MAN	AGE_ACADEMIC_RECORDS.SSR_T ☆ マ ⊄ 🚺 - Google	٩	•
STANFORD AXESS	efox 15 on Windows! Hover mouse over this text for more information.	Add to Eavorites	o, Malini Sian out
Resources Employee Information STARS (Training)		Search:) (Sector
Favorites PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid	Entry		
		New Window ? Help	http
You need to recalculate or manually re-adjust TAL (25100,181)			
OK Cancel			
	X7 11 (1)		
	You'll see this		
	screen next. Click		
	(O1)		
	"OK"		

Firefox *	S		x
	Carala	0	F 1 -
Inttps://axess.stanford.edu/psp/pscsprd/EMPLOYEE/HRMS/c/MANAGE_ACADEMIC_RECORDS.SSR_I W * C	Google	Hello,	Malini
STANFORD AXESS Unsupported Browser: Firefox 15 on Windows! Hover mouse over this text for more i	information.		
UNIVERSITY Paceurace Employee Information STARS (Training)	Search	Add to Favorites Si	gn out
Resources Employee information STARS (maining) Favorites PeopleSoft > STF Grad Financial Support > Use > Aid Entry	Courter.		
	🔊 New Window 📍 Help	📝 Customize Page	http
TAL Change			
In Associated with this Assistantship Future term TAL will be cancelled. Cancel current term TAL? Image: Cancel current term TAL Image: Cancel current term TA			

Firefo	x •					dox - m		rdada - Mi	rout i	Dation		-	-			X
Aid Er	ntry		+	•												
🗲 🔒 ht	tps://axes	s.stanfo	ord.edu/	/psp/ps	scsprd/EMI	PLOYEE/H	IRMS/c/MAN	AGE_ACADE	MIC_RE	CORDS.	.SSR_TSCI	RPT_R(☆ ▼	୯ 🚼 - Google		۹ م	X •
S T	AN	FΟ	R D) A	XESS	Unsunno	inted Browser: Fil	refox 15 on Win	lows! How		over this t	evt for more inf	ormation		Hello	, Malini
	UNIVI	ERSIT	Y			опзарро	fied browser. I h		101/13:1101			ext for more im	Simation.		Add to Favorites S	Sign out
Resource:	s Emplo	yee Inform	ation Financial Su	STARS (T	Fraining)	- Financial Supp	ort > Llso > Aid	Entry					(Search:		<u>)</u> (>>
Tavonces P	eoplesore /			ppore				Litty					r العام ا	? Help	📝 Customize Page	🕒 http
FLSHP Stip	end FLSH	IP <u>T</u> uition	<u>A</u> ssist S	Salary	Assist TAL	Work Panel										http '
TAL Catego	Total A ry	mt Autu	mn V Gr	Vinter GR	Spring GR	Summ G	er R									
All Awarde	d TAL 8940	.00 4470	.00		4470.00											
Entry	Quarterly/Notes	WF Tr	ansaction													
Aid Seq	Ident	*Pay Org	Job #	Appt Hrs	School Co	Disb Plan	TAL Calc Total	Awarded Total	Detail	<u>Status</u>	Description	Approval Status				
TAL001	EDUC 424-	TFAA	AST001	1	10.00 EDUC	Qtr Spr	4470.00	4470.0	0 Detail		Complete	Approved				
TAL002	Borko-RA	TFAA Q	AST002	1	0.00 EDUC	Qtr Aut	4470.00	4470.0	0 Detail	PQI	Pending	Pending				
										$\langle \rangle$						
										\mathbf{i}	\mathbf{i}		Next go to	h		
Save	Return to S	earch	Previous i	in List 🗸	Next in List	🖹 Notify					$\langle \rangle$		INCAL GO U	5		
FLSHP Stipe	nd FLSHP Tu	iition <u>Assi</u>	<u>st Salary</u> A	Assist TAL	Work Panel						\mathbf{i}	\backslash	the Assist			
													TAL pane	el.		
													Sten 1. P	end		
														UIIU		
													the line			
												Ż	Step 2: C	lick	C I	
													Detail			
													Detall			

Firef	fox *				box - makeipi@k	teriorda	da - N	hermelt	Outloo	ė	-					X
C Aid E	Entry		+													
A 1	https://axe	ess.stanfor	d.edu/psp/	pscsprd/EMP	LOYEE/HRMS/c/I	MANAGE	_ACAD	EMIC_R	ECORDS	S.SSR_TSCR	PT_R(☆ ⊽ C	🛃 - Go	ogle		۹ م	
S T	ΓAN	[FO]	RD	AXESS	Unsupported Brows	er: Eirefov	15 on W	indows! He	over mous	se over this te	vt for more infor	nation			Hello,	Malini
	UNIV	ERSITY	<u> </u>		onsupported brows		13 011 14	indows: no	over mous			nation.			Add to Favorites S	ign out
Resourc	DeepleSoft	loyee Informati	on STARS	(Training)	inancial Sunnart 🔪 Usa	> Aid Entry							(Search:		
Favorices	Peoplesoit												New Window	2 Help	📝 Customize Page	le http
Tal Detail	I												Res ton thirden	1 11010	Joursen age	http
Borko-RA	Job	# AST002	447 Line 1	0.00 4470.00												
Tagen Dief	tribution	. //01002	Line	4470.00												
Term Dist	undution	Overrie	les							<u>Find</u>	View All First N 1	of 1 🗳 Last				
Term: 11	132 12-13 Aut		location Calcula	ited Term TAL	4470.00 Overrid	le Rsn:										
TAL Categ	gory: _{GR}	A	nount Awarde	ed Term TAL Rsn des	4470.00 Othe	r src										
Item Typ	e Charging De	etail														
Detail	Disbursemen	nt I			1	1	_	1		1	1					
<u>Seq No</u>	Start Date	End Date A	mount	Fund Src	Item Type	Project	<u>Task</u>	<u>Award</u>	Expend Type	Deptid (Task Org)	Charge Priority	ltm				
1	09/24/2012	12/14/2012	1565.00	Univ\$	8900000008	1020351	3	AABNI	51975	ZZYA	TU_ONLY	Itm				
2	09/24/2012	12/14/2012	2905.00		82000002656	1118309	100	QCTSM	51975	ТІНВ	TU_ONLY	Itm				
ОК	Cancel							г								
										Che	rk the					
								A		Chec						
									8	imou	nt boz	X				
								L								

Firefox *	da - Microsoft Dafirok			X
Aid Entry +				
← ● https://axess.stanford.edu/psp/pscsprd/EMPLOYEE/HRMS/c/MANAGE	E_ACADEMIC_RECORDS.SSR_TSCRPT_R(☆ マ ♥) 🚼 - G	oogle	۶ م	
STANFORD AXESS	15 on Windows! Hover mouse over this text for more information.		Hello,	, Malini Sian out
Resources Employee Information STARS (Training)		Search:		
Favorites PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry			-4	
TAL Override Reason Select TAL Override Reason		telp ؟ New Window التع	Zustomize Page	Http http
CK				
	After checking "Amount" this screen appears. Select your override reason.			

Firefox *		kox - makripilitik	efordada -	Mercuel	Outloo	h	-					X
□ Aid Entry	+									_	-	
♦ A https://axess.stanford.e	du/psp/pscsprd/EMP	loyee/hrms/c/m	ANAGE_AC/	ADEMIC_R	ecords	.SSR_TSCR	PT_R(☆ ⊽ ⊄	🚼 - Go	ogle		۹	
STANFOR	D AXESS	Unsunnorted Browse	r: Eirefox 15 on	WindowstH	OVAL MOUS	e over this ter	t for more inform	nation			Hello	Malini
UNIVERSITY		onsupported browse		Willuows: II	over mous	e over this te		nauon.			Add to Favorites S	ign out
Resources Employee Information	STARS (Training)	inancial Sunnart A. Usa A	Aid Entry						(Search:		
	al support > STP Graduate P	inancial Support > Use >	Alu Ellury						Z New Window	2 Heln	📝 Customize Page	🖻 http
Tal Detail									En la	1 11010	Customizer age	http
Borko-RA	4470.00 4470.00											
Tarm Distribution	2110 101010 4410.00											
Overrides						<u>Find</u>	View All First 🗳 1	of 1 🖬 Last				
Term: 1132 12-13 Aut	ation Calculated Term TAL	4470.00 Override	Rsn:									
TAL Category: GR Amou	Int Awarded Term TAL Rsn Amt des	4470.00 Other s	rc									
Item Type Charging Detail												
Detail Disbursement				1		1	1					
Seq No Start Date End Date Amo	unt Fund Src	Item Type	Project Tasl	<u>k Award</u>	Expend Type	Deptid (Task Org)	Charge Priority	Itm				
1 09/24/2012 12/14/2012	1565.00 Univ\$	89000000008	1020351 3	AABNI	51975	ZZYA	TU_ONLY	Itm				
2 09/24/2012 12/14/2012	2905.00	82000002656	1118309 100	QCTSM	51975	ПНВ	TU_ONLY	Itm				
OK Cancel												
						Ente	er "0"					

Firefox *	
Aid Entry +	
🖌 🕒 https://axess.stanford.edu/psp/pscsprd/EMPLOYEE/HRMS/c/MANAGE_ACADEMIC_RECORDS.SSR_TSCRPT_R(🏫 💌 🖉 🚼 - (Google 🔑 🎓 🗷 🗸
STANFORD AXESS Unsupported Browser: Firefox 15 on Windows! Hover mouse over this text for more information.	Hello, Malini
UNIVERSITY	Add to Favorites Sign out
Resources Employee Information STARS (Training) Favorites PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry	(search: (>)
	Z New Window 2 Help 🖻 http
TAL amount is 0. Do you want to continue? (25100,27)	ц - nсер -
Yes No	
Next this screen appears.	
Click "Voc"	
CIICK ICS.	

	Firefo	x T		4	-	. 1	box - m		rifada - Miz	out 0	uffer	k					x
[(Ald Lin	tps://axe	ss.stanfo	rd.edu/	/psp/pscst	ord/EMP	LOYEE/H	RMS/c/MAN	AGE ACADEN	IIC REC	ORDS	S.SSR TSCRPT	R(☆▼⊄	Google		<u>۶</u>	
	STANFORD AXESS																
	UNIVERSITY Add to Favorites Sign out																
F	Resources	s Emplo eopleSoft >	oyee Inform STF Grad I	ation Fin <u>a</u> ncial Su	STARS (Train	ing) Graduate Fir	nancial Supp	ort > U <u>s</u> e > Aid	Entry					(Search:) (N)
	Provide the second																
	FLSHP Stipend FLSHP Iuition Assist Salary Assist TAL Work Panel																
		Total A	amt Autu	mn V	Vinter	Spring	Summe	er									
	All Awarde	d TAL 447(0.00	7	GR	4470.00	6	ĸ									
	Assistants Entry	ship TAL Quarterly/Note	s WF Tra	ansaction													
1	Aid Seq	<u>Ident</u>	*Pay Orq	Job #	Appt Hrs	School Cd	<u>Disb Plan</u>	TAL Calc Total	Awarded Total	Detail	<u>Status</u>	<u>Description</u>	Approval Status				
	TAL001	EDUC 424-	TFAA	AST001	10.00	EDUC	Qtr Spr	4470.00	4470.00	Detail	CQ	Complete	Approved				
	TAL002	Borko-RA	TFAA	AST002	10.00	EDUC	Qtr Aut	4470.00		Detail	୦ ପ୍	Complete	Pending				
	Save	Q Peturo to 1	Search	Previous	in List ↓≣ N	evt in List	- Notify										
E	SHP Stiper	nd FLSHP T	uition Assi	st Salary A	Assist TAL <u>Wo</u>	rk Panel	lineary										
L	_																

Firefox *		X											
Aid Entry +													
🗲 🗎 https://axess.stanford.edu/psp/pscsprd/EMPLOYEE/HRMS/c/MANAGE_ACADEMIC_RECORDS.SSR_TSCRPT_R(🏫 🗷 🕄 🛃 - Google	۹ م	î ⊡ -											
STANFORD AXESS													
Unsupported Browser: Firefox 15 on Windows! Hover mouse over this text for more information. UNIVERSITY Add to Favorites Sign out													
Resources Employee Information STARS (Training)													
Favorites PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry													
FLSHP Stipend FLSHP Tuition Assist Salary Assist TAL Work Panel													
TAL Category GR GR GR GR													
All Assist Salary 4016.04 4016.04													
Enter Assistantship Salary													
Entry Quarterly/Notes WF Transaction Assist Hours/ Min Pay Period Pay Period Termination Info	Approval												
Aid Seg Ident "Pay Org Type Disb Plan week Amt Amt Start Date End Date Date Assist Total Detail Calc TAL moves Start Start Date Calc TAL Total Start Date Start Date Calc TAL Total Start Date Start Date Calc TAL Total Date Calc	Description Status												
AST001 EDUC 424-CA TFAA CA Qtr Spr 10.00 669.34 04/01/2013 06/30/2013 4016.04 Detail Calc TAL C Q	Complete Approved												
AST002 Borko-RA TFAA RA Qtr Aut 10.00 10/01/2012 12/31/2012 10/01/2012 Detail Calc TAL X	Cancelled Pending												
Return to Search													
FLSHP Streend FLSHP Tuition Assist Salary Assist TAL Work Panel													
Don't forget to save													
		Þ											

WHY WOULD YOU NEED TO UPDATE A STIPEND?

- Changing from fellowship to assistantship
- Change of student status (e.g. Leave of Absence)
- Wrong stipend amount

STIPEND UPDATES

Firefox ▼ Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry Aid Entry <th>EMPLOVEE/HRMS/c/STF_GRAI</th> <th>DUATE_FINANCIAL_SUPPORT.STF_G nsupported Browser: Firefox 1 tial Support > Uşe > Aid Entry Panel</th> <th>F_AID_ENTRIES.GB 5 on Windows! I</th> <th>L?Folder=MYFAVORITES ☆ ▼ ℃ Hover mouse over this text for mo</th> <th>Google P Customize Page New Window PHelp Customize Page Rep Customize Page Rep</th>	EMPLOVEE/HRMS/c/STF_GRAI	DUATE_FINANCIAL_SUPPORT.STF_G nsupported Browser: Firefox 1 tial Support > Uşe > Aid Entry Panel	F_AID_ENTRIES.GB 5 on Windows! I	L?Folder=MYFAVORITES ☆ ▼ ℃ Hover mouse over this text for mo	Google P Customize Page New Window PHelp Customize Page Rep Customize Page Rep
Total Amt Autumn TAL Category GR All FL SHP Stipend 25650.00 Entry Quarterly/Notes WF Transaction Aid Seq Aid Seq Ident *Pav Org Autumn Amt STP001 SGF STP002 Health Sub S ZZWA 564.0 STP003 Health Sub S ZZWA 5 STP004 Health Sub S ZZWA 5 STP004 Health Sub S STPO04 Health Sub S A Return to Search T Previous in	Winter GR Spring GR 8550.00 8550.00 Vinter Amt Spring Amt 10 8550.00 10 8550.00 10 564.00 10 564.00 10 564.00	Summer Amt Override line Summer Amt Override line I Note I Note Note	User ID PFEKE STFGF023 STFGF023 STFGF023	DtTm Updated □ 06/05/2012 ± [11:10:43.000000AM ± [10/03/2011 ± [10/03/2011 ± [10/03/2011 ± [10/03/2011 ± [10/03/2011 ± [10/03/2011 ± [10/03/2011 ± [Step 1: Pend the line Step 2: Click on the Quarterly Notes tab Step 3: Click "Override Term Amounts" The amount boxes will be editable Step 4: Enter correct amount (or zero out the amount) Step 5: Complete the line

RESOURCES

Unapplied Aid Job Aid (reportmart1)

https://www.stanford.edu/dept/as/dmr/rm1-hps/jobaids/PS_GFS015_unapplied_aid_report_job_aid.pdf

GFS Manual

http://www.stanford.edu/dept/DoR/gfs/Sec6.html