Alternate Calendars

When entering an assistantship, a situation may arise where you will want to use the Alternate Calendar (Alt Calendar) or Autumn Only Alt Calendar. An assistantship using either type of alternate calendar will have six pay periods per quarter, but the start date is shifted to an earlier date by one pay period. The difference is while Alt Calendar applies for the entire year, Autumn Only Alt Calendar applies to autumn quarter only and the subsequent quarters will use standard calendar dates. For guidance about when to use one of the alternate calendars, please see the Decision Tree on the GFS website.

To select either Alt Calendar or Autumn Only Alt Calendar, at the time the new assistantship line is created, check either check box.

### Autumn Only Alt Calendar

When Autumn Only Alt Calendar is selected, the start and end dates of autumn quarter will be 09/16 – 12/15 and the dates of the subsequent quarters will be on the standard calendar. The disbursement plans that can be selected for an assistantship are: Autumn Quarter Only, Winter Quarter Only, Spring Quarter Only, Summer Quarter Only, and Winter/Spring Quarter.

**Example of an Autumn Only Alt Calendar GFS Line**

![Alt Calendar GFS line example](image-url)
Note: If a disbursement plan with autumn quarter is selected, except Autumn Quarter Only, you will receive an error message. You will need to select an allowable disbursement plan before you can proceed.

Error

When the Autumn Only Alt Calendar is selected, the Disbursement Plans available are the single Qtr Only plans and multiple Qtr plans that do not include autumn quarter.

Ok

Alt Calendar

When Alt Calendar is selected, will be 09/16 – 09/15 for the year divided into six pay periods per quarter. Any disbursement plan can be used for an assistantship on Alt Calendar.

Example of an Alt Calendar GFS Line

Using Autumn Only Alt Calendar with Alt Calendar

In a situation where Autumn Only Alt Calendar is originally selected and you would like to use Alt Calendar, you can check the box for Alt Calendar and enter lines in the subsequent quarters with Alt Calendar dates. If there are existing aid lines for the subsequent quarters, you will need to cancel them before proceeding with using Alt Calendar because the assistantship dates for Alt Calendar are different from those of the standard calendar.

When Alt Calendar is selected, you do not need to use Autumn Only Alt Calendar because the dates of the assistantship will be the same in either calendar.
Changing Calendar Selection

If you need to change from standard calendar to one of the alternate calendars or vice versa, you will need to cancel the existing lines and re-enter the information after making your calendar edits.

When Autumn Only Alt Calendar needs to be selected or unselected and there are existing aid lines, the following error message will appear.

![Error](image1)

When Alt Calendar needs to be selected or unselected and there are existing aid lines, the following error message will appear.

![Error](image2)

Using Allocation Charge by Date with Alternate Calendars

Allocation Charge by Date allows users to split the total assistantship amount for a quarter by multiple PTAs and by dates. A couple of notes when using Allocation Charge by Date. The start and end dates used for the term need to be for a whole month. On a standard calendar, this is the first and last day of the month. On alternate calendars, this would be 16th and 15th. The amounts for the PTAs used within the Term Details need to total the pay period amount for the start and end dates entered.

Example of Allocation Charge by Date with Alternate Calendar
Batch GFS Upload

If the Alt Calendar is already being used for a GFS record, using batch upload to enter assistantship lines will apply the Alternate Calendar dates. Autumn Only Alt Calendar only applies to autumn quarter assistantships and assistantship lines for other quarters uploaded using the batch upload process will have the standard calendar dates.

When using batch upload on GFS records that do not have any assistantship lines entered, the standard dates will be used for those assistantships. You will not be able to select either Alt Calendar or Autumn Only Alt Calendar in the batch upload template or change the calendar dates after using batch upload to enter assistantship lines.

Need More Help?

- If you need assistance with GFS, please submit a GFS Service Request.
- If you have questions about charges on a student’s account, please submit a Student Account Service Request.