

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.

FLSHP STIPEND FLSHP TUITION **ASSIST SALARY** ASSIST TAL

SHOW CANCELLED LINES ALT CALENDAR AUTUMN ONLY ALT CALENDAR

AID SEQ **IDENT**

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

FLSHP STIPEND FLSHP TUITION **ASSIST SALARY** ASSIST TAL

SHOW CANCELLED LINES ALT CALENDAR AUTUMN ONLY ALT CALENDAR + Add | Save | Save & Submit | Cancel | Delete | Reset

AID SEQ	IDENT	AUTUMN	WINTER	SPRING	SUMMER	LINE TOTAL	STATUS	Actions
▼ AST001	test Aut Alt	\$11,448.00	\$0.00	\$0.00	\$0.00	\$11,448.00	Approved	<input type="checkbox"/>

ENTRY

AID SEQUENCE	IDENTIFIER	ASSISTANTSHIP TYPE	DISBURSEMENT PLAN	HRS PER WEEK	MIN PAY PERIOD AMOUNT	PAY PERIOD AMOUNT
AST001	test Aut Alt	Research Assistant	Qtr Aut-Autumn Quarter Only	20	1826.00	1908.00

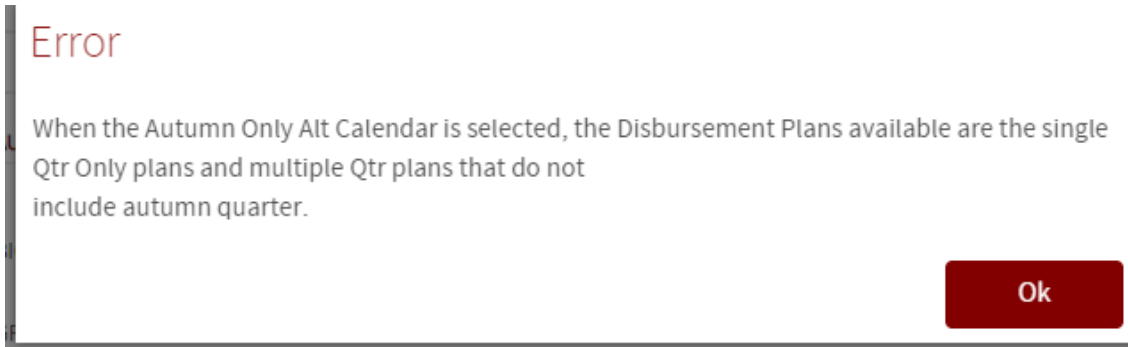
START DATE	END DATE	TERMINATION DATE	ASSIST TOTAL	PAY ORG	INFO ONLY
09/16/2020	12/15/2020		11448.00	VAAA-School of Medicine	<input type="checkbox"/>

TERM DETAIL

AUTUMN 1212 Allocate charge by Date Tuition Category: GR

SEQ NO	AMOUNT	ITEM TYPE	PTA	CHARGE PRIORITY	EXPEND TYPE	TASK ORG	START DATE	END DATE	DISB DATE	DISB STATUS	FUND SRC
1	11448.00	870400000654	1026160 - 100 - AABKS	RA_SAL	51450	WLW	09/16/2020	12/15/2020		Pending	GEN_OB

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.



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

FLSHP STIPEND		FLSHP TUITION		ASSIST SALARY		ASSIST TAL					
<input type="checkbox"/> SHOW CANCELLED LINES		<input checked="" type="checkbox"/> ALT CALENDAR		<input type="checkbox"/> AUTUMN ONLY ALT CALENDAR						+ Add Save Save & Submit Cancel Delete Reset Actions	
AID SEQ	IDENT	AUTUMN	WINTER	SPRING	SUMMER	LINE TOTAL	STATUS				
AST001	test Alt Cal	\$11,448.00	\$11,448.00	\$11,448.00	\$0.00	\$34,344.00	Approved				
ENTRY AID SEQUENCE: AST001 IDENTIFIER: test Alt Cal ASSISTANTSHIP TYPE: FWS Course Assistant DISBURSEMENT PLAN: Qtr AWS-Three Quarters - A/W/Sp HRS PER WEEK: 20 MIN PAY PERIOD AMOUNT: 1908.00 PAY PERIOD AMOUNT: 1908.00 START DATE: 09/16/2020 END DATE: 06/15/2021 TERMINATION DATE: ASSIST TOTAL: 34344.00 PAY ORG: VAAM School of Medicine INFO ONLY: <input type="checkbox"/>											
TERM DETAIL AUTUMN 1212 <input type="checkbox"/> Allocate charge by Date: Tuition Category: GR											
SEQ NO	AMOUNT	ITEM TYPE	PTA	CHARGE PRIORITY	EXPEND TYPE	TASK ORG	START DATE	END DATE	DISB DATE	DISB STATUS	FUND SRC
1	11448.00	873100003223	1097316 - 100 - AAQBQ	FCA_SAL	51410	XTQA	09/16/2020	12/15/2020		Pending	CLR_ORG_SAL_SUSPENSE
WINTER 1214 <input type="checkbox"/> Allocate charge by Date: Tuition Category: GR											
1	11448.00	873100003223	1097316 - 100 - AAQBQ	FCA_SAL	51410	XTQA	12/16/2020	03/15/2021		Pending	CLR_ORG_SAL_SUSPENSE
SPRING 1216 <input type="checkbox"/> Allocate charge by Date: Tuition Category: GR											
1	11448.00	873100003223	1097316 - 100 - AAQBQ	FCA_SAL	51410	XTQA	03/16/2021	06/15/2021		Pending	CLR_ORG_SAL_SUSPENSE

Using Autumn Only Alt Calendar with Alt Calendar

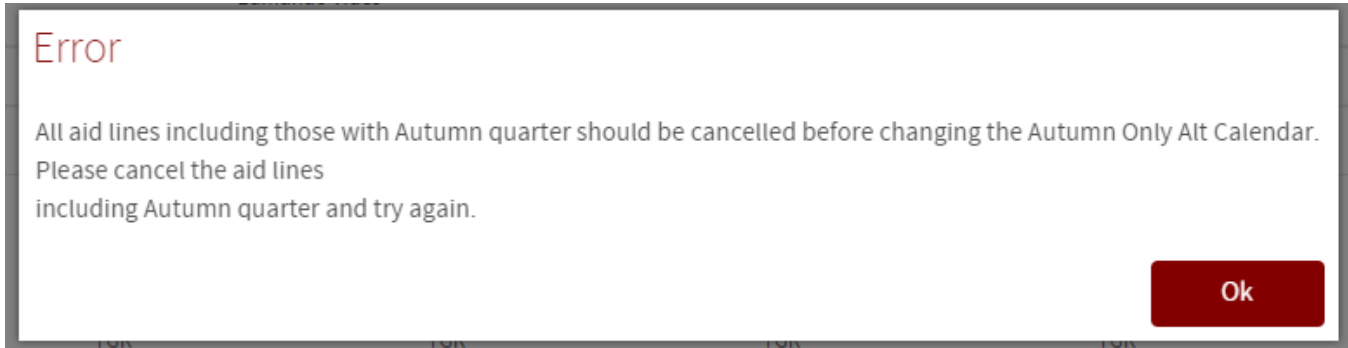
In a situation where Autumn Only Alt Calendar is originally selected and you would like to use Alt Calendar, you can check the box for Alt Calendar and enter lines in the subsequent quarters with Alt Calendar dates. If there are existing aid lines for the subsequent quarters, you will need to cancel 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.

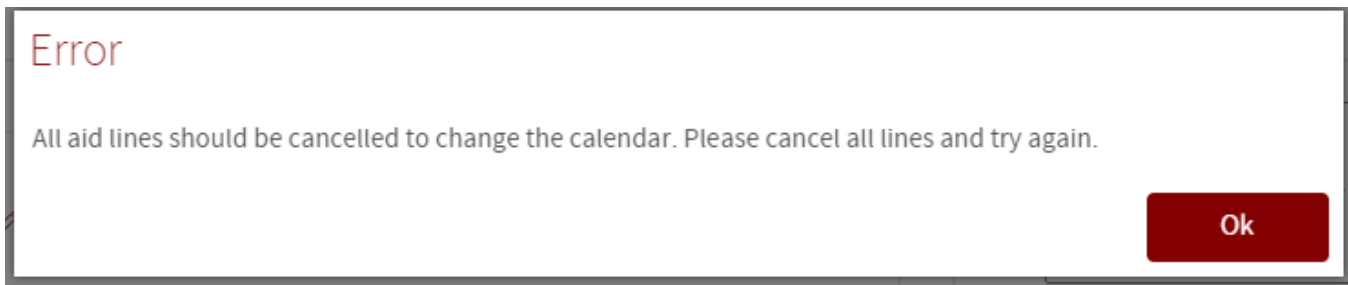
Changing Calendar Selection

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.



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



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

AID SEQ	IDENT	AUTUMN	WINTER	SPRING	SUMMER	LINE TOTAL	STATUS
▼ AST001	AUT ALT	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	Approved

ENTRY							
AID SEQUENCE	IDENTIFIER	ASSISTANTSHIP TYPE	DISBURSEMENT PLAN	HRS PER WEEK	MIN PAY PERIOD AMOUNT	PAY PERIOD AMOUNT	
AST001	AUT ALT	Teaching Assistant	Qtr Aut-Autumn Quarter Only	20	1977.00	2000.00	

START DATE	END DATE	TERMINATION DATE	ASSIST TOTAL	PAY ORG	INFO ONLY
09/16/2020	12/15/2020		12000.00	RAAA-School of Engineering	<input type="checkbox"/>

TERM DETAIL											
AUTUMN 1212 <input checked="" type="checkbox"/> Allocate charge by Date Tuition Category: TGR											
SEQ NO	AMOUNT	ITEM TYPE	PTA	CHARGE PRIORITY	EXPEND TYPE	TASK ORG	START DATE	END DATE	DISB DATE	DISB STATUS	FU
1	8000.00	830000001255	1056844 - 0 - AABAA	TA_SAL	23100	RGMA	09/16/20	11/15/20		Pending	G
2	4000.00	830300001765	1056844 - 0 - AABAA	TA_SAL	23100	RPSA	11/16/20	12/15/20		Pending	G

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](#).