GFS Exception Reporting

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Job Aid Objectives

In this job aid, you will learn how to use GFS Exception Reporting 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
- export data to Excel
GFS Exception Reporting - Overview

The GFS Exception Reporting functionality in PeopleSoft is designed to give Home Department Approvers and other GFS Users a simplified tool for tracking aid recipients. The reports are available to anyone who has access to GFS. The data is broken up into twelve areas of potential exceptions:

- **Aid Entered but not Term Activated** – Helpful in alerting you to the situation where aid has been entered for future terms but the student is no longer active.

- **Total Assistantship Hours equal 16 per term or are greater than 20** – Alerts you to potential policy conflicts.

- **Disbursement Sequence Override** – Displays basic information about disbursement overrides that have been granted for a specific term.

- **Enrolled with Less Than 8 Units** – Lists students with completed/approved aid lines who are enrolled in less than 8 units for a specific term and aid has disbursed without a disbursement sequence override (i.e., student’s status changed after disbursement).

- **Foreign Students Greater Than 20 Hours** – Identifies international students who are working more than 20 hours per week based on Payroll data.

- **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.

- **No Units Enrolled** – Lists students with completed/approved aid lines who are not enrolled (stipend, tuition and/or TAL shouldn’t disburse but will show as a hard commitment on expenditure statement; salary will be passed to payroll).

- **TAL Award Not Equal to TAL Rate, Amount Override** – Lists students who have a TAL award not equal to the TAL Rate per their TAL Category where an override exists.

- **TAL Category Not Equal to Billing Career Tuition Group** – Identifies students who potentially have been over or under awarded tuition.
• **TAL Without Assistantship** – Identifies cases where salary has been cancelled but TAL has not.

• **Tuition Mismatch: Billed and Paid** – Creates a list of students where the tuition bill does not equal the amount covered by aid completed and approved in GFS (shows both cases where not all tuition has been covered and where there is unapplied aid).

• **US Students Greater Than 8 Hours in Payroll** – Allows you to identify situations where a student appears to be working elsewhere on campus.

Data for each of the reports can be segregated by school or department. Data for each of the reports for the current aid year is evaluated nightly during batch processing. If a student’s situation changes they may be removed from or added to the report.

When applicable, the reports have an “ignore exception” and notes functionality that allows users the option to “check off” a particular student and make notes about their status so that they can potentially be filtered out of the report in the future.

Each of the reports can be downloaded to excel.
Using the Reports

The instructions below guide you through the steps for pulling up the specific reports you wish to review.

Navigation

Main Menu>STF Grad Financial Support>STF Graduate Financial Support>Report>STF GFS Exception Reporting

1. Enter the appropriate Aid Year.

2. Choose the Exception you would like to review from the dropdown list:
3. You may further refine the list of exceptions presented by selecting a Term, School Code, or GFS Home Department (Academic Organization).

4. Under “Exception Status” the choices are All Exceptions, Ignored Exception or Not Ignored Exception. If you, or another GFS User, had previously reviewed a particular report and checked the “Ignore Exception” box for specific students, you could use this option to filter those cases out so they wouldn’t need to be reviewed again.

5. Press Search to be presented with a list of all reports that match the criteria you’ve entered. If only one report matches, you’ll be taken directly to that report. Each report header repeats the selection criteria.

“Ignore Exception” and Making Notes

When appropriate the option is given to mark a particular student’s record to show that you’ve reviewed the potential exception and are allowing it to remain. For example, a student may appear on the “Aid Entered but Not Term Activated” report because your department has allowed a stipend in a quarter that the student was not enrolled. By marking “Ignore Exception” in that case you can note that it’s an exception allowed by departmental policy, then you or someone else reviewing the report next time wouldn’t have to look at it again.
When this option is available the final column of the report will look like this:

![Ignore Exception](image)

When you check the box, a link to optional comments becomes available:

![Comments](image)

Clicking on the Comments link brings up this screen:

![Comments Screen](image)

Once comments have been entered, the “comments” link on the report page updates to “comments entered.” The system automatically updates the user ID and date. If you wish to enter more information at a later date you may do so, but the user ID and date of the previous comment will no longer be saved. If important to keep this information, you must enter it in the comments section.

**NOTE:** If the underlying data that caused the student to appear on the exception report changes, the ignore exception box will be cleared and comments erased.
Generate Report; Downloading to Excel

Users who wish to download data from a particular report to their desktop and save it as an Excel file may do so using the “Generate Report” button in the heading of each report.

**NOTE:** Popup blockers must be disabled for this feature to work as designed.

1. Click the yellow Generate Report button. A new window will open.

2. Depending on your Internet Explorer settings, you may be prompted to allow a file download. You may save the file to your hard drive as an excel file.

3. The saved file will be unformatted, but allows you to sort, copy, paste, and format as you would any excel file.
Criteria for Inclusion on the Reports

This section will walk through each of the reports individually and explain the data used to select individual students as potential exceptions. Once the underlying data changes, students may no longer appear on the report. The current aid year reports are refreshed nightly.

NOTE: Sensitive data (e.g. student name, ID number, etc.) is masked in the screen shots, for privacy purposes.

Aid Entered but not Term Activated

Students appearing on this exception report have at least one line of aid that has been completed and approved for a particular term but the student is not Term Activated for that term. Examples of when this situation might occur include students who have unexpectedly taken a leave of absence, withdrawn, or never enrolled in a particular term so have been cancelled by the Registrar’s Office. 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. Once aid has been cancelled or the student’s academic records have been straightened out the student will no longer appear on this report.
Assistantship Hours equal 16 per term or are greater than 20

This report alerts you to potential GFS 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. The above example first shows a student with 16 hours total assistantship. Basic information from the student’s aid entry data is included.

For the specific policy, refer to Administrative Guide Memo 10.2.1, section 5b (https://adminguide.stanford.edu/chapter-10/subchapter-2/policy-10-2-1#anchor-23517).
Disbursement Sequence Override

This report displays basic information about disbursement overrides that have been granted for a specific term. Home Department Approvers are responsible for entering disbursement overrides at Main Menu > STF Grad Financial Support > 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.
Enrolled with Less Than 8 Units

This report 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 Student Researcher status). Aid lines that have a Disbursement Sequence Override have been excluded. The aid lines displayed have not disbursed.

Foreign Students Greater Than 20 Hours

The above report identifies international students who are potentially working more than 20 hours per week based on Payroll data. The first student listed in this example has a 8 hour assistantship, plus an additional hourly job of 20 hours, giving a total of 28 hours. The last paycheck date is noted so you can be aware of recent activity. Follow up with the student would be appropriate. The student’s Visa does not allow for employment more than 20 hours per week during periods of enrollment. For the specific policy, refer to Administrative Guide Memo 10.2.1, section 8b (https://adminguide.stanford.edu/chapter-10/subchapter-2/policy-10-2-1#anchor-23517).
Home Org Not Equal Term Activation

This report identifies students whose Home Org on Aid Year Activation does not agree with current data in the student’s record. Students with multiple programs may show up on this report; the Dual Degree Indicator check-box on the report will be checked when it is a multiple career student.

In the example above, this student has been Aid Year Activated with home department AEROASTRO. However, the student’s records indicate he is an ME PhD. The Dual Degree indicator is not checked. A review of the student’s records in Student Program/Plan indicates the student completed an MS degree in Aeronautics & Astro, and is now active in the ME PhD program. It may be appropriate to update the student’s home org (on Aid Year Activation) to ME.

No Units Enrolled

This report lists 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.
TAL Award Not Equal to TAL Rate, Amount Override

This report lists students whose TAL award has been overridden and is no longer equal to the TAL Rate per their TAL Category. The first half of the screen, pictured above, shows the reason selected for the TAL override and Program Action and date information from Student Records. The second half, pictured below, shows fellowship tuition data (since that is often the reason for an adjustment) and information about the TAL.
TAL Category Not Equal to Billing Career Tuition Group

<table>
<thead>
<tr>
<th>Exception Data</th>
<th>TAL Category</th>
<th>Tuition Group</th>
<th>Academic Group</th>
<th>Academic Plan</th>
<th>Billing Career</th>
<th>Ignore Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Display Name</td>
<td>TGR</td>
<td>GQ, GR</td>
<td>GR</td>
<td>MTLIT</td>
<td>MTLIT-PHD</td>
</tr>
</tbody>
</table>

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 student has been aid year activated with TGR status, but is being billed at the Grad Quarter rate.
TAL Without Assistantship

Identifies cases where salary has been cancelled but TAL has not. This page shows two students with cancelled AST002 and AST004 lines, but the corresponding TAL002 line and TAL004 lines have not been cancelled. Program Action and Action Date are displayed to give a quick view of the student’s enrollment status. Both of these students still appear to be enrolled.
This Report shows students who have a tuition charge on their student account 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 BI.stanford.edu as it only considers tuition charges.)

This report is useful for departments where a commitment has been made to fund a student’s full tuition. There is no University-wide policy that says tuition must be covered with aid.
US Students Greater Than 8 Hours in Payroll

Allows you to identify situations where a student appears to be working elsewhere on campus. – 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.