GFS Policy Class (AS-9035) 2/2017

FIRST THINGS FIRST
• Welcome & Logistics
• Introductions
• Online Tools Demo (GFS Website and PS Learning Center)

TRAINING TOPICS
• Graduate Student Assistantships
• Graduate Student Fellowships
• Health Insurance Subsidy
• Postdoctoral Scholars
• Reporting
• Disbursement Process

COMMUNICATION
• How to Get Help with GFS
• Email Lists
• Resources

EVALUATION
GFS Workflow

Axess Workflow Home

1. My Approvals
2. My Pending Requests
3. My SuperUser List

Transaction ID: 01/12/2020
Activity: [Student's Name]
Originator: [Originator's Name]
Originated On: 2016-07-07
Comments:

Activity Filter:
- All
- GFS PAYMENT

Click here to see detailed info about the GFS payline(s).
### GFS Assistantship Salary

**Stanford University**

**AXESS**

**CS Admin**

**FLSHP Stipend** | **FLSHP Tuition** | **Assist Salary** | **Assist TAL** | **Work Panel**

<table>
<thead>
<tr>
<th><strong>First Name Last Name</strong></th>
<th><strong>ID# 00000000</strong></th>
<th><strong>Aid Year:</strong> 2016</th>
<th><strong>Institution:</strong> STANF</th>
<th><strong>Mail Code:</strong> 2145</th>
<th><strong>Alt Calendar</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>TAL Category</td>
<td>Total Amt</td>
<td>Autumn GR</td>
<td>Winter GR</td>
<td>Spring GR</td>
<td>Summer GR</td>
</tr>
<tr>
<td>All Assist Salary</td>
<td>18420.00</td>
<td>9210.00</td>
<td>9210.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Enter Assistantship Salary

<table>
<thead>
<tr>
<th>Entry</th>
<th>Quarterly/Notes</th>
<th>WF Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note that you can enter salary over multiple quarters.**
# GFS Fellowship Stipend

This image shows a detailed view of the AXESS system at Stanford University, specifically focusing on the GFS Fellowship Stipend. The interface is designed to manage and track fellowship stipends for students and postdocs.

### First Name, Last Name
- **ID**: O00000000
- **Aid Year**: 2016
- **Institution**: STANF

### FLSHP Stipend Tab
- **TAL Category**:
  - **Total Amt**: 46000.00
  - **Autumn TGR**: 12040.00
  - **Winter TGR**: 12040.00
  - **Spring TGR**: 12040.00
  - **Summer TGR**: 10480.00

### Enter Fellowship Stipend Table
<table>
<thead>
<tr>
<th>Aid Seq</th>
<th>Ident</th>
<th>*Pay Org</th>
<th>Diab Plan</th>
<th>Monthly Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>Stipend Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>STP002</td>
<td>SIGF stipend</td>
<td>PMAA</td>
<td>Qtr AWSS</td>
<td>09/21/2015</td>
<td>08/13/2016</td>
<td>41920.00</td>
<td>Detail</td>
</tr>
<tr>
<td>STP003</td>
<td>Public Classics</td>
<td>PAA</td>
<td>Qtr AWS</td>
<td>09/21/2015</td>
<td>06/08/2016</td>
<td>2340.00</td>
<td>Detail</td>
</tr>
<tr>
<td>STP004</td>
<td>Health Sub S</td>
<td>ZZA</td>
<td>Qtr Aut</td>
<td>09/21/2015</td>
<td>12/11/2015</td>
<td>780.00</td>
<td>Detail</td>
</tr>
<tr>
<td>STP005</td>
<td>Health Sub S</td>
<td>ZZA</td>
<td>Qtr Wtr</td>
<td>01/04/2016</td>
<td>03/19/2015</td>
<td>780.00</td>
<td>Detail</td>
</tr>
<tr>
<td>STP006</td>
<td>Health Sub S</td>
<td>ZZA</td>
<td>Qtr Spr</td>
<td>03/26/2016</td>
<td>06/09/2016</td>
<td>780.00</td>
<td>Detail</td>
</tr>
</tbody>
</table>

- For aid paid directly to student or postdoc.
**SALARY vs. STIPEND – Key Points**

**SALARY**

- ALLOWABLE on research grants & contracts
- Subject to rules about employment, including tax withholding; W-2 provided
- Paid as assistantships in GFS
  - For ex: Grads = CA, TA, RA
  - Postdocs = RAF, RAFC
- US citizens, permanent residents, F-1, J-1, H-1B, and other employment visa holders can receive salary.

**STIPEND**

- NOT ALLOWED on research grants & contracts
- ALLOWABLE on training grants and fellowships
- Tax reportable income
  - **Tax-related documents:**
    - **1098T** = degree seeking students who are US citizens or permanent residents.
    - **1042-S** = non-residents
- US citizens, permanent residents, F-1 and J-1 visa holders can receive stipend. **H1B visa holders CANNOT.**
RAF vs. RAFC for Postdocs

RAF = Research Affiliate Assistantship
Salary ≥ 50%

- Stipend = $13K
- 25%
- Salary = $39K
- 75%

Postdoc Fringe Benefit rate is assessed on the salary.

RAFC = Research Affiliate Contingent Assistantship
Salary < 50%

- Stipend = $13K
- 25%
- Salary = $39K
- 75%

Contingent Fringe Benefit rate is assessed on the salary.

The assistantship type selected in GFS controls the fringe benefit rate.

To refer to current rates: [http://doresearch.stanford.edu](http://doresearch.stanford.edu) – search for “rates”.

Stanford University
GFS Reporting Tools

**BI** - bi.stanford.edu

Recommended reports (but there are many more):
- GFS Aid Sum for ALL Students GFS009
- GFS Enrollment Check GFS010
- GFS Unapplied Aid Report GFS015

**12 Exception Reports** - axess.stanford.edu
Path = STF Graduate Financial Support>Reports>STF GFS Exception Reporting

Recommended reports:
- Enrolled with < 8 Units
- Foreign Students > 20 hours
- US Students > 8 Hours in Payroll
How to Get Help with GFS and BI Reports

HelpSU for technical problems with data entry or approval

- http://helpsu.stanford.edu
- Request Category: Administrative Applications
- Request Type: PeopleSoft GFS
- Via phone 650-725-4357 or 5-HELP
- Remote on-demand support is available
Email Distribution Lists

Subscribe or unsubscribe to these lists via mailman.stanford.edu

- gradfinsupport
- studadmin

If you work with postdoctoral scholars, you also need to be on this email list:

- supdssworkgroup@lists.stanford.edu

To get added to the list, email Al Murray (alistair@stanford.edu) for SoM and Tammy Wilson (tjwilson@stanford.edu) for all other schools.
Websites for Reference

gfs.stanford.edu = GFS policy, job aids, deadlines, salary/tuition tables.
postdocs.stanford.edu = the go-to-guide for working with postdoctoral scholars.
bechtel.stanford.edu = Bechtel International Center provides info about visas, SSNs, and much more.
adminguide.stanford.edu = the administrative guide for non-research university activities that govern workplace interactions, approaches, and processes.
fingate.stanford.edu = information, instructions & resources to help with financial tasks.
doresearch.stanford.edu = the guide for research-related university activities.
gap.stanford.edu = policy and information related to the academic progress of graduate students.
glo.stanford.edu = Graduate Life Office has staff to help with more complex grad student issues.
financialaid.stanford.edu = info about student loans, aid, taxes, and expenses (useful info for staff).
    http://financialaid.stanford.edu/grad/funding/subsidy.html - Cardinal Care Subsidy details
sfs.stanford.edu = Student Financial Services provides info to students about paying university bills and understanding the student account.
postdocs.stanford.edu/admin/clearbenefits.html = Benelogic System for postdoc benefits.
vaden.stanford.edu = Vaden is the university’s student health center and the website contains info about benefits, policy, waivers, etc.
authority.stanford.edu = staff and faculty privileges are granted and limited through the Authority Manager.