SLAGFAR Manual
Tuition

Log on to Banner and access SLAGFAR form.

ID:	
Term:	Level:	Deg:
Student Status:	Major:

Award:	Term:	Gtyp:
Coll:	Coas:	Fund:	Org:	Acct:
Prog:	Actv:	CS Fund:	Act Date:	User:

Seq. #:   Status: Activity Date: User ID: Credits:

Tuition Awarded: Expense Period:

Degree Completion Awarded: From Year: From Month:

Fees Awarded: To Year: To Month:

Totals

Disbursed: Expensed: Register:

Tuition: Disbursed Degree: Fees:

Enter the student RIN into the ID box. If the RIN is not known, double click on the ID box to access the SOAIDEN table to search for the RIN. The % wildcard can be used to narrow the results. Once found, double click on the RIN and it will auto fill into the SLAGFAR form. Do Ctrl-Page down or click on Block-Next.

This is an information block only containing the semester the student was admitted, the student's level, their status and their major. This block can not be updated using this form.

Do Ctrl-Page down or click on Block-Next. This is the block where the FOAPA information will be entered. If there are not awards in this block, the following message will appear: "query caused no records to be retrieved." If the student has awards, it will show the last award entered for the student.

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Entering Student Awards

If no awards have been recorded, the system will default to Award #1.
If the student has previous awards, press F6 to insert a new award.
The award number will automatically default to the next award number.
Tab to TERM and enter the term code (201509 for Fall 2015, 201601
for Spring 2016, etc.). Then tab to GTYP and enter the type of funding
that the student will be receiving. For a list of grad types, double click in
the GTYP box and select the appropriate grad type for the student.
Then tab to the COLL box and enter the college code that the funding is
coming from. (E for Engineering, S for Science, etc.) The dropdown
box is also available in this field. If the funding is from a Center or
Administrative department rather than a school, enter code 00 (zero
zero) for "No School Designated." The Coas (chart of accounts) will
always be "9". If the system does not default to a FOAPA, tab to enter
the Fund, Org, Acct, Program and Activity codes for the award. The
form requires that all this information be completed and it will not allow
further access until these fields are complete.

ID:	660782716	Samuel, Gilna K.		

Term:	201501	Level: GR	Graduate	Deg:	PHD	
Student Status:	AS	Active		Major:	MGMT	Management

Award:	5	Term: 201509	Fall 2015	Gtyp: TAPH	Teaching Assistant-PhD
Coll: M	Lally School of Mgt &	Coas: 9	Fund: 133000	Org: 2038	Acct: 187
Prog: 10500	Actv: 200602	CS Fund:	Act Date: 17-AUG-2015		User: RAPTOJ

Seq. #:	1	Status: A	Activity Date: 17-AUG-2015	User ID: RAPTOJ	Credits:

	Expense Period:			
Tuition Awarded:	$24,050.00			
Degree Completion Awarded:	$.00	From Year: 2015	From Month: AUG
Fees Awarded:	$.00	To Year: 2015	To Month: AUG

		Totals			
Disbursed:	$24,050.00	Expensed:	$24,050.00	Register:	9

Tuition:	$24,050.00	Disbursed Degree:	$.00	Fees:	$.00

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a.) If the student is a teaching assistant, enter GTYP "TAMS" for a Master's student or "TAPH" for a PhD student. The funding information will automatically default after the COLL code is entered. Do not change the default FOAPA for TA appointments.

b.) For students supported as an internal research assistant, enter GTYP "IRA1" for Master's students or "IRA2" for PhD students. You will need to enter the appropriate fund and org for IRAs; the account, program and activity codes will default. Do not change the account number for IRAs. If the student is being cost-shared on a grant, enter the "J" number for the grant in the program code field.

ID: 661410971	Li, Wan	

Term: 201501	**Level:** GR Graduate	**Deg:** PHD
Student Status: AS Active		**Major:** CIVL Civil Engineering

Award: 5	**Term:** 201509 Fall 2015	**Gtyp:** IRA2 Internally funded RA-PhD

Coll: E School of Engineerin	**Coas:** 9	**Fund:** 133000	**Org:** 2036	**Acct:** 186

Prog: J50563	**Actv:** 200604	**CS Fund:**	**Act Date:** 30-JUL-2015	**User:** PERTIJ

Seq. #: 1 **Status:** A **Activity Date:** 30-JUL-2015 **User ID:** PERTIJ **Credits:**

Tuition Awarded:	$24,050.00	**Expense Period:**	
Degree Completion Awarded:	$.00	**From Year:** 2015 **From Month:** AUG	
Fees Awarded:	$.00	**To Year:** 2015 **To Month:** AUG	

Totals

Disbursed: $24,050.00	**Expensed:** $24,050.00	**Register:** 12	

Tuition: $24,050.00	**Disbursed Degree:** $.00	**Fees:** $.00	

SLAGFAR Manual
Tuition

c.) Students supported as external research assistants are coded with GTYP "ERA2." If the student is supported on a research grant with a cost share component, two awards are to be entered. The fund for the first award is the grant fund and the award amount equals 65% of the current tuition rate. The second award charges fund 135490 for the 35% cost share portion. The program code in the cost share award should be the "J" number for the grant. You can change the program and activity codes if necessary; do not change the account code.

ID: 661127092   Park, Eun Joo

Term: 201409   Level: GR   Graduate   Deg: PHD
Student Status: AS   Active   Major: CHEM   Chemistry

Award: 9   Term: 201509   Fall 2015   Gtyp: ERA2   External Research Assist

Coll: S   School of Science   Coas: 9   Fund: A40346   Org: 2545   Acct: 186

Prog: 20500   Actv: 200602   CS Fund: Act Date: 13-AUG-2015   User: DERRIS

Seq. #: 1   Status: A   Activity Date: 13-AUG-2015   User ID: DERRIS   Credits:

		Expense Period:	
Tuition Awarded:	$15,632.50		
Degree Completion Awarded:	$.00	From Year: 2015	From Month: AUG
Fees Awarded:	$.00	To Year: 2015	To Month: DEC

Totals
Disbursed: Expensed: $3,126.50   Register:

Tuition: $15,632.50   Disbursed Degree: $.00   Fees: $.00

ID: 661127092   Park, Eun Joo

Term: 201409   Level: GR   Graduate   Deg: PHD
Student Status: AS   Active   Major: CHEM   Chemistry

Award: 10   Term: 201509   Fall 2015   Gtyp: ERA2   External Research Assist

Coll: S   School of Science   Coas: 9   Fund: 135490   Org: 2545   Acct: 186

Prog: J40346   Actv: 200602   CS Fund: Act Date: 13-AUG-2015   User: DERRIS

Seq. #: 1   Status: A   Activity Date: 13-AUG-2015   User ID: DERRIS   Credits:

		Expense Period:	
Tuition Awarded:	$8,417.50		
Degree Completion Awarded:	$.00	From Year: 2015	From Month: AUG
Fees Awarded:	$.00	To Year: 2015	To Month: DEC

Totals
Disbursed: $8,417.50   Expensed: $1,683.50   Register: 12

Tuition: $8,417.50   Disbursed Degree: $.00   Fees: $.00

SLAGFAR Manual
Tuition

d.) Fellowship awards vary based on the terms of the fellowship program and typically are coded with GTYP "FEL4." When entering a fellowship award, you must use account code 189 for the tuition.

After the FOAPA information block is complete, save the information by pressing F10 or the save button on the top left hand side of the screen. Then do a Ctrl-Page down to bring you to the block where the financial information is be entered. In the STATUS box, place the letter "A" to activate the information. Tab to TUITION AWARDED and enter the tuition amount for the award. For TA awards, the tuition amount will default to the tuition rate for the term. If fees are included in the student's award, enter the dollar amount of the fees in the FEES AWARDED box.

Next tab to the EXPENSE PERIOD. If the student is supported using an internal funding source (TA, IRA or FEL) the expense period should be a one month time frame. If the funding source is external (ERA), the funding should be expensed over the course of the semester.

The months for expensing internal funding are:
Fall: Aug – Aug and Spring: Jan – Jan

The months for expensing external funding are:
Fall: Aug – Dec and Spring: Jan - May

The expense period for summer tuition awards will depend on the fiscal year in which the tuition is recorded. Contact the Business Manager in the Provost's Office if you need to enter a tuition award for the summer semester.

If the student is supported on a research grant that will end prior to the normal expense time period, this is considered an exception and should be reviewed and approved by the Office of Graduate Education and Research Financial Administration.

Save the data by hitting F10 or the SAVE button. You should receive the message "2 records applied and saved" at the bottom of your screen.

SLAGFAR Manual
Stipend

Entering Stipend Awards

As per the Graduate Tuition Policy, all supported students must be awarded tuition and the minimum stipend.

After completing the tuition section of the student's award, Ctrl-Page down to access the stipend screen. Stipend awards can be entered in the upper portion, labeled as Stipend Detail, until the end date of the first payroll period for the term for which data is being entered. After that date, stipend awards must be entered in the Stipend Adjustments section.

Enter the term the stipend is being processed for in the TERM box and tab to the GTYP box. Enter the **same** GTYP that was used for the tuition portion of the award. Ctrl-Page up can be used to review the tuition portion if necessary. Please note that a student can be only one grad type per semester so the tuition and stipend sections must have the same grad types.

Tab to the COLL and enter the college code and tab again. The beginning and ending pay period dates for the semester will automatically appear. These dates cannot be changed. For TA awards, the stipend will default to the minimum stipend for the semester; you will need to enter the stipend amount for all other grad types. The stipend amount entered must meet the minimum as approved by the Board of Trustees.

Do a Ctrl-Page down to enter the funding information. Again, the COA will be "9". The account codes are 291 for TAs, 292 for RAs and 18F for fellowships.

After entering the FOAPA information, the percentage of the stipend that is being charged to each fund needs to be entered. If only one fund is entered, this percentage will be 100%. If more than one fund is entered, make sure that the percentages entered total 100%.

The information must be saved by pressing F10 or SAVE.

The student's support is now complete.

SLAGFAR manual
Stipend

ID: 661127092   Park, Eun Joo

Stipend Detail

Term: 201509   Fall 2015   Gtyp: ERA2   External Research Assi   Coll: S   School of Science

From: 13-AUG-2015   To: 16-DEC-2015   Feed Ind: ☑

Stipend Amt: $9,250.00   User: DERRIS   Activity Date: 13-AUG-2015

COA	Fund	Orgn	Acct	Prog	Actv	Percentage		Total %
9	A40346	2545	292	20500	200602	100.00		100.00

Stipend Adjustments

Term: Gtyp: Coll:

Stipend Amt: Start Date: End Date: Adj:

Activity Date: User:

COA	Fund	Orgn	Acct	Prog	Actv	Percentage		Total %

SLAGFAR Manual
Changes to Tuition Awards

Processing a Tuition Change

To change the FOAPA information for any award, the first thing you must do is zero out the original entry. Locate the award that needs to be changed and do a Ctrl-Page down to get to the sequence block. Do F6 or RECORD Insert to establish a new sequence number, which is automatically assigned. In the STATUS box, place the letter "A" to activate the information. Tab to the tuition awarded box and enter $0 (zero). Then tab past all the other boxes and enter the same expense period as was entered in original sequence that is being corrected. Enter F10 or SAVE to save the information. This will zero out the first award as the system will feed the most current sequence of any award to the student's account and FOAPA referenced in the award section. Next, do a rollback (back arrow key) to enter a new award with the correct FOAPA information. These steps will have to be followed if correcting any of the fields in the award block (grad type, fund #, acct, etc.)

For changes to the tuition amount or expense period, only a new sequence needs to be added.

SLAGFAR manual
Changes to Tuition Awards

ID: 660782716   Samuel, Gilna K.

Term: 201501   **Level:** GR   Graduate   **Deg:** PHD

Student Status: AS   Active   **Major:** MGMT   Management

Award: 5   **Term:** 201509   Fall 2015   **Gtyp:** TAPH   Teaching Assistant-PhD

Coll: M   Lally School of Mgt 8   **Coas:** 9   **Fund:** 133000   **Org:** 2038   **Acct:** 187

Prog: 10500   **Actv:** 200602   **CS Fund:**   **Act Date:** 17-AUG-2015   **User:** RAPTOJ

Seq. #: 2   **Status:** A   **Activity Date:** 19-AUG-2015   **User ID:** RAPTOJ   **Credits:**

Tuition Awarded: $.00

Degree Completion Awarded: $.00

Fees Awarded: $.00

Expense Period:
From Year: 2015   **From Month:** AUG
To Year: 2015   **To Month:** AUG

Totals
Disbursed: **Expensed:** $24,050.00   **Register:**

Tuition: $.00   **Disbursed Degree:** $.00   **Fees:** $.00

ID: 660782716   Samuel, Gilna K.

Term: 201501   **Level:** GR   Graduate   **Deg:** PHD

Student Status: AS   Active   **Major:** MGMT   Management

Award: 6   **Term:** 201509   Fall 2015   **Gtyp:** IRA2   Internally funded RA-PhD

Coll: M   Lally School of Mgt 8   **Coas:** 9   **Fund:** 133000   **Org:** 2038   **Acct:** 186

Prog: 20300   **Actv:** 200602   **CS Fund:**   **Act Date:** 19-AUG-2015   **User:** RAPTOJ

Seq. #: 1   **Status:** A   **Activity Date:** 19-AUG-2015   **User ID:** RAPTOJ   **Credits:**

Tuition Awarded: $24,050.00

Degree Completion Awarded: $.00

Fees Awarded: $.00

Expense Period:
From Year: 2015   **From Month:** AUG
To Year: 2015   **To Month:** AUG

Totals
Disbursed: $24,050.00   **Expensed:** $.00   **Register:** 9

Tuition: $24,050.00   **Disbursed Degree:** $.00   **Fees:** $.00

SLAGFAR Manual
Changes to Stipend Awards

Processing a stipend change

If a change needs to be made to the stipend, it MUST be entered in the stipend adjustment section. This is for changes to any part of the stipend --- amount, funding or grad type.

The first entry that needs to be made is to cancel out the original stipend award.   Ctrl-Page down to access the stipend adjustment section and press F6 to add a new award. Enter all the information from the original stipend award and enter stipend of $0. Include a brief reason for the cancellation and press F10 or SAVE. Once the cancellation is completed, press F6 and enter the correct stipend information. Again, a brief reason for the change is required. If funding information is being changed, a labor redistribution may need to be submitted.

Stipend adjustments are processed manually via a report run in the Provost Office and forwarded to payroll. Depending on the date the adjustment was entered and the date it is sent to Payroll, the change may not be reflected in the next payroll period.

ID: 661030122   Cress, Brady F.

Stipend Detail

Term: 201509   Fall 2015   **Gtyp:** IRA2   Internally funded RA-Ph   **Coll:** S   School of Science

From: 13-AUG-2015   **To:** 16-DEC-2015   **Feed Ind:** ☑

Stipend Amt: $10,000.00   **User:** DERRIS   **Activity Date:** 17-AUG-2015

COA	Fund	Orgn	Acct	Prog	Actv	Percentage	Total %
9	146439	2055	292	20300	200602	100.00	100.00

Stipend Adjustments

Term: 201509   Fall 2015   **Gtyp:** IRA2   Internally funded RA-Ph   **Coll:** S   School of Science

Stipend Amt: $9,250.00   **Start Date:** 13-AUG-2015   **End Date:** 16-DEC-2015   **Adj:** 4

Activity Date: 18-AUG-2015   **User:** DERRIS   ✏️ stipend amount reduced from 10K

COA	Fund	Orgn	Acct	Prog	Actv	Percentage	Total %
9	146439	2055	292	20300	200602	100.00	100.00

SLAGFAR manual
Tuition or Stipend Adjustments – Abbreviated

•**To change tuition:**

If an award has been entered with the proper funding information and all that needs to be changed is the amount of the tuition, the fees or the expense period:

Access the award in SLAGFAR
Ctrl-Page down to the sequence
Add a sequence (F6)
Enter correct tuition amount, fees or expense period.
Save it by hitting F10

If an award has been entered with the incorrect funding information, a new sequence will need to be added to the award with $0 for the tuition with the same expense period as the original award. Access the award and ctrl page down to the sequence.

Add a sequence (F6)
Enter $0 for the tuition amount and enter the same expense period as the original award. (Doing this essentially "zeros out" the award.)
Save it by hitting F10.

Do Ctrl-Page up to the award section, hit F6 to add a new award. You will then enter the proper funding info and the tuition information in the sequence section.

SLAGFAR manual
Tuition or Stipend Adjustments - Abbreviated

To change stipend:

Please Note: All changes to stipends must occur in the stipend adjustment section. (Even if the first payroll period hasn't begun and the feed indicator is not checked.)

If a stipend has been entered with the incorrect amount, a stipend adjustment will be added in the lower half of the stipend screen. Use the proper funding and enter the correct stipend amount. Utilize the "notes" field.

•Access SLAGFAR and enter student RIN.
•Do Ctrl-Page down to the stipend adjustment section.
•Do F6 to add a new record.
•Enter the correct stipend and funding information.
•Hit F10 to save the record.

If the funding information needs to be changed, first enter a stipend adjustment to the incorrect funding with the amount of $0. That will stop the payments from the wrong funding. Once that is done, the new adjustment with the proper funding can be done. Do a labor redistribution if necessary.

•Do Ctrl-Page down to stipend adjustment section.
•Do F6 to add a new record.
•Enter $0 for the stipend amount and enter the original funding information. (You'll need to add a note with the reason for the change.)
•Hit F10 to save the record.
•Add another adjustment using F6 and enter the correct stipend and funding information. (You'll need to add a note again.)
•Hit F10 to save the record.
•Do a labor redistribution if necessary to correct any previous labor.

SLAGFAR manual
Other Details on Stipend and Tuition

Graduate Support Types

- Teaching Assistantship (TAMS/TAPH) --- full funding (tuition and minimum stipend) on an Institute slot
- Internal Research Assistantship (IRA1/IRA2) --- tuition funding from an Institute slot, start-up fund or endowment fund with stipend from either a slot, start-up fund or endowment fund.
- External Research Assistantship (ERA2) --- tuition and stipend funding from an external research fund or restricted gift fund.
- Fellowship (FEL4) --- tuition funding can be from a slot or gift/endowed fund; the stipend must be from a gift/endowed fund or some other external funding source.

Assistantships and fellowships are indivisible; a student cannot be both a TA and an RA with the same semester.

SLAGFAR manual
Other Details on Stipend and Tuition

Student Authorization Forms

Whenever possible, it is preferred that student stipends are processed in SLAGFAR as this creates a historical record in Banner showing a student's GFA support. However, there are scenarios for which a student payroll authorization form is required. Some examples are as follows:
•Student pay periods deviate from full semester pay periods
•Student lump sum payment or one-time payments
•Additional support being provided
•Certain areas of campus that do not use SLAGFAR
•To extend a previously submitted payroll request
•Submitting payroll for hourly positions

Full Time Status Requirement

As per the Graduate Tuition Policy, a student must be registered full-time to be eligible for financial support. Full-time status for all students, except teaching assistants, requires registration of at least 12 credits per semester. Teaching assistants are required to register for at least 9 credits per semester.

Internal Support Limits

PhD students may be institutionally supported for up to two years (four semesters); Master's students have a one year limit (two semesters). Grad types TAMS, TAPH, IRA1 and IRA2 are considered institutional support. SLAGFAR monitors the number of semesters that a student is supported with any combination of these grad types and if a student reaches their institutional support limit, SLAGFAR will not permit a new award to be entered with a institutional support grad type.   You will receive the message "max semesters exceeded for grad support type that is internally funded" if you attempt to enter an institutionally supported award. Several times before the semester begins, the SLAGFAR rules are turned off to allow for the entry of awards for students who have exceeded the institutional award limit **AND** who have an approved Waiver of Graduate Internal Support Policy authorized by the Dean of Graduate Education. Only students with an approved GTP Waiver Request are to be entered in SLAGFAR when the rules are turned off.

SLAGFAR manual
Other Details on Stipend and Tuition

Labor Redistribution
When stipend payments need to change from one FOAPA to another after they have been processed through Payroll, a labor redistribution needs to be printed and emailed to Finance_Rice@rpi.edu.

The labor redistribution worksheet is available in the Data Warehouse in the Position Control Data Mart. Labor redistribution affects only the payroll periods that have already occurred; it does not change funding for future payroll periods. To correct future payments, a student authorization form, entry into SLAGFAR or a labor distribution change form needs to be completed.

Labor/Tuition Changes after 90 days
For labor changes involving sponsored research funds, a Labor/Tuition Cost Transfers form must be completed if the changes are occurring after 90 days from the initial submission. The form must be completed with the necessary documents attached and sent to Research Administration and Finance, West Hall.

Please refer to the following links for assistance:
http://www.rpi.edu/dept/finance/docs/research/LaborVerificationPolicyandProcedures.pdf
http://www.rpi.edu/dept/finance/docs/research/LaborVerificationFAQs.pdf

Prior Semester Changes
Reports are run nightly during each semester to feed current semester tuition and stipend additions/changes to Finance or Payroll. When changes are entered in SLAGFAR for prior semesters, the nightly run of these reports will not process those changes. When entering a change to a prior semester, you need to notify the Business Manager in the Provost's Office that a change was entered.

SLAGFAR manual
Other Details on Stipend and Tuition

GFA Exception Reporting

To ensure compliance with the Graduate Tuition Policy and to identify data entry errors, GFA exception reports are to be run and analyzed throughout the Fall and Spring semesters. Exception reports are to be submitted to the Business Manager in the Provost's Office by the 1st and 15th of the months during the academic year. All exceptions are to be researched, explained and, if appropriate, corrected in a timely manner.

Run the Credit Hour, Fund, and Grad Type Exceptions bqy in the Graduate Financial Aid Data Mart and review the results:
- TA Credit Hour Exceptions: This pivots identifies TAs who have fallen below the required 9 credit hour minimum registration.
- Non-TA Credit Hour Exceptions: Identifies students in all other grad types who no longer have full time status as they are registered for less than 12 credits
- ERA Fund Exceptions: This pivot will identify students with an ERA grad type who are being funded with institutional funds.
- IRA Fund Exceptions: This pivot identifies students with an IRA fund type who are funded with external funds.

You should also run the Tuition Not Equal bqy to ensure that there are no data entry errors for tuition awards.