

A decorative graphic consisting of three blue circles of varying sizes and two thin blue lines. One line starts from the top left and passes through the center of the top and middle circles. The other line starts from the top right and passes through the center of the middle and bottom circles. The circles are semi-transparent and have a slight gradient.

Online Graduate Payroll System User Manual

Grad PA Manual

This Manual provides step-by-step instructions for connecting to the graduate payroll system, entering and revising stipends information and adding or modifying tuition awards.

Cindy Wilkes
1/31/2012
(updated 2/9/15)

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OVERVIEW OF GRADUATE ONLINE PAYROLL SYSTEM

The Online Grad PA is for:

- Stipend Payments
 - Fellow (60820)
 - Supported solely for the furtherance of their education; no work assignment required
 - Research Assistant (60850)
 - Assist faculty on research projects; work is required
 - Teaching Assistant (60860)
 - Provide services in support of teaching activities; work is required
- One Time Payments
 - Bonuses
 - Relocation payments
 - Teaching Assistant payments
- Revising Current Stipend Support
- Terminating Stipends
 - Degree completion
 - Withdrawals
 - LOA

Do **Not** use the Grad PA for:

- Competition awards
- Cash prizes
- Graduate students working in your department unrelated to their academic program, ex. managing your website. Instead, students should be paid as an hourly student worker and submit hourly time sheets.
- Graduate payroll changes for past funding changes, coding errors should be reallocated on the Online Labor Distribution System

ONLINE GRADUATE PAYROLL SYSTEM LOG IN

- Log into WebApps
- Select the Hr/Payroll tab
- Under Web Entry click on ***Graduate Payroll Authorization Form***
- The main menu will appear with two sections
 - Graduate Payroll Authorization Form section for Initiators.
 - Graduate PAs Awaiting Your Approval section for Approvers.

Graduate PA *TEST PHASE 3 PILOT* - Microsoft Internet Explorer

Address: https://testweb.rice.edu/banwebdevl/pwepagrad_test.main

WIKES, Cynthia 28-Jun-2010 12:00:43 PM

Graduate PA *TEST PHASE 3 PILOT*

Banner Document	Start Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Student	Status	Action
	06/28/2010	<input type="text"/>	<input type="text"/>			Clear New DOC
20100518114241	05/18/2010	test			IN PROGRESS	Modify Delete
20100519104848	05/19/2010	test		Lin, Adam Y	IN PROGRESS	Modify Delete Print PA
GR000231	05/12/2010	test		Terentyev, Igor Sergeyeovich	IN PROGRESS	Modify Delete Print PA
GR000249	05/19/2010	test		Sayyad, Arshad Shahidakhtar	IN PROGRESS	Modify Delete Print PA
GR000285	05/25/2010	test		Wan, Yifei	IN PROGRESS	Modify Delete Print PA

Graduate PAs Awaiting Your Approval

Banner Document	Start Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Student	Status	Action
GR000314	06/01/2010	ADMINSYSTEMS TEST	ASYSTEST	Cuchiara, Michael Paul	approval requested by MAJ1 on 17-JUN-2010	Display PA Print PA
GR000322	06/17/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 17-JUN-2010	Display PA Print PA
GR000324	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000325	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000326	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000327	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000328	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000334	06/25/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 25-JUN-2010	Display PA Print PA

PWEPAGRAD Installed 06/21/2010 15:05:24 dev1 - Created 05/29/2010

Administrative Systems | Submit a Request/Problem
Administrative Systems 250 Allen Center, MS 97 ©2000 Rice University

CREATE A NEW PA

- Enter a description up to 35 characters
- Enter a department reference (optional)
- Click ***New Document***

Student Info:

- Enter student ID number and click ***Add***
- If ID number is unknown enter student's last name and search by clicking on "Grad Student Search," select student from list. Click ***Add***
- The PA will automatically populate the student information.

Graduate Payroll Authorization Form

Go To: Student Info :: Remarks HELP

Date Prepared	Description	Document #	Status
01/26/2012	test	GR006886	IN PROGRESS

Contact Info: Top

Student Info: Top

Student ID Action

Type of Action: Top

TYPES OF ACTIONS

Select the type of action and click *Add*. There are five types of actions to choose from:

- 1) **First Appointment as Rice Graduate Student** (will only appear for first appointments)
- 2) **New Action, Continuing Student**
- 3) **Revision of Previously Submitted Stipend Appointment**
- 4) **One-time Pay**
- 5) **Termination of Stipend**

1) First Appointment as Rice Graduate Student

Type of Action: Top

First appt as Rice grad student New action, continuing student
 Revision of prev. submitted stipend appt Termination of Stipend
 One-Time Pay

Add

- Select “First appt as Rice grad student” radio box and click *Add*
- Current/Future Stipend Support section will automatically populate
- Click *New/Revised Stipend* (on the right) to enter new payroll information
- *N* will appear in the action box for new action
- Enter begin date (1st or 16th) using MM/DD/YYYY or MM/DD/YY date format
- Enter end date (15th or the last day of the month) using MM/DD/YYYY or MM/DD/YY date format
- Form automatically calculates # of months
- Enter *\$/month* or *Total \$ for period* (system will calculate un-entered amount)
- Enter *fund number*
- Enter *organization code*
- Enter *account code*
- Form automatically pulls in the program code, Activity code, Location code and PI (if available)
- Select *title from drop down box: Rice Fellow, Research Asst., Teaching Asst. or Enter Title*
- Form automatically enters services rendered Y (yes) or N (no)
- Click *Add*
- Enter remarks
- Click *Add*
- In the tuition support section click on “New Support”
- Enter fellow tuition award at appropriate tuition rate
- Click *Add*

2) New Action, Continuing Student

Type of Action: Top

New action, continuing student
 Revision of prev. submitted stipend appt
 Termination of Stipend
 One-Time Pay

Current/Future Stipend Support: Top

- Select “New action, continuing student” radio box and click **Add**
- Form populates current stipend distribution designated by a “C” in the action column and shaded in gray
- Click **New/Revised Stipend** to enter new payroll information

Type of Action: Top

New action, continuing student

Current/Future Stipend Support: Top

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2).
 If one-time payment is made, put '1X' in Action.
 Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format.
 \$/Month OR Total \$ for period needs to be entered by user.
 Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services	Action
1	C	08/01/2011	06/30/2012	11	1,454.55	16,000.00	A1	246207	60820	AID				Provost Fellow	00		<input type="button" value="New/Revised Stipend"/>

Next available begin date: 01-FEB-12
 Total Current Monthly Stipend: \$ 1,454.55
 Total New Monthly Stipend: \$ 1,454.55

Type of Action: Top

New action, continuing student

Current/Future Stipend Support: Top

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2).
 If one-time payment is made, put '1X' in Action.
 Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format.
 \$/Month OR Total \$ for period needs to be entered by user.
 Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services Rendered?
1	C	08/01/2011	06/30/2012	11	1,454.55	16,000.00	A1	246207	60820	AID				Provost Fellow	00	
	N	02/01/12	06/30/2012	5	500		A1	246000	60820	GPS			R3C034	Rice Fellow		<input type="button" value="Add"/> <input type="button" value="Clear"/>

Next available begin date: 01-FEB-12
 Total Current Monthly Stipend: \$ 1,454.55
 Total New Monthly Stipend: \$ 1,454.55

- N in the action box for new action will appear
- Enter begin date (1st or 16th) using MM/DD/YYYY or MM/DD/YY date format
- Enter end date (15th or the last day of the month) using MM/DD/YYYY or MM/DD/YY date format
- Form automatically calculates # of months
- Enter **\$/month** or **Total \$ for period** (system will calculate un-entered amount)
- Enter **fund number**
- Enter **organization code**
- Enter **account code**
- Form automatically pulls in the program code, Location code and PI (if available), you can also enter activity code and location code if applicable
- Select **title from drop down box: Rice Fellow, Research Asst., Teaching Asst. or Enter Title**

- Form automatically enters services rendered Y (yes) or N (no)
- Click **Add**
- Enter remarks in the Remarks section
- Click **Add**
- In the tuition support section, verify that the tuition support (Tuition for RA, Tuition for TA or Department Tuition award which is a fellow award) matches the stipend type.
- If stipend type and tuition type are different, adjust the tuition by clicking on **New Support**
- Select the appropriate tuition award and enter the proper rate
- Click **Add**

Tuition Support: Top					
Academic Year:	2011 - 2012	Award Code:	RCMAF1	Award Description:	Chemistry Tuition Award
Fall Amount:	0	Spring Amount:	0		
Academic Year:	2011 - 2012	Award Code:	RGSARA	Award Description:	Tuition for RA
Fall Amount:	970	Spring Amount:	0		
Academic Year:	1112	Award Code:		Fall Amount:	970
				Spring Amount:	0
<input type="radio"/> Fellow waiver <input type="radio"/> TA Waiver (RGSATA) <input type="radio"/> Direct bill by cashier's office to outside agency. (Please explain in Remarks section) <input type="radio"/> Other (Please explain in Remarks section)			<input type="radio"/> RA Waiver (RGSARA) <input type="radio"/> Student pays		
			<input type="button" value="Add"/> <input type="button" value="Clear"/>		

3) Revision of Previously Submitted Stipend Appointment

Type of Action: Top	
<input type="radio"/> New action, continuing student <input checked="" type="radio"/> Revision of prev. submitted stipend appt <input type="radio"/> One-Time Pay	
<input type="radio"/> Termination of Stipend	
Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History	

- Select “Revision of prev. submitted stipend appt.” radio box and click **Add**
- Form populates current stipend distribution designated by a “C” in the action column and shaded in gray
- Click **New/Revised Stipend** on the line you wish to revise and enter new payroll information

Type of Action: Top																	
New action, continuing student <input type="button" value="Change"/>																	
Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History																	
Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time payment is made, put '1X' in Action. Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format. \$/Month OR Total \$ for period needs to be entered by user. Only future pay is displayed in this section. To change past pay, use the Payroll History section.																	
Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services	Action
1	C	08/01/2011	06/30/2012	11	1,454.55	16,000.00	A1	246207	60820	AID				Provost Fellow	00		<input type="button" value="New/Revised Stipend"/>
Next available begin date:				01-FEB-12	Total Current Monthly Stipend:			\$ 1,454.55		Total New Monthly Stipend: \$ 1,454.55							

- R will appear in the action box, enter the line number you are revising after the R (Example: R1 indicates revising line 1)
- Enter begin date (1st or 16th) using MM/DD/YYYY or MM/DD/YY date format,
Note: The “Next available begin date” is the earliest you can revise stipends.
 If you are revising payroll prior to the next available begin date use the Online Labor Redistribution form in Esther.

- Enter end date (15th or the last day of the month) using MM/DD/YYYY or MM/DD/YY date format
- Form automatically calculates # of months
- Enter **\$/month** or **Total \$ for period** (system will calculate un-entered amount)
- Enter **fund number**
- Enter **organization code**
- Enter **account code**
- Form automatically pulls in the program code, Location code and PI (if available), you can also enter activity code and location code if applicable
- Select **title from drop down box: Rice Fellow, Research Asst., Teaching Asst. or Enter Title**
- Form automatically enters services rendered Y (yes) or N (no)
- Click **Add**
- Enter revisions as indicated

Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2).
 If one-time payment is made, put 'IX' in Action.
 Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format.
 \$/Month OR Total \$ for period needs to be entered by user.
 Only future pay is displayed in this section.

Line. No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Loc
1	C	08/16/2014	05/15/2015	9	1,055.98	9,503.81	A1	416500	60820	AID		
2	C	08/16/2014	05/15/2015	9	1,111.02	9,999.19	R3C471	715000	60820	OSP1		
Line. No.	Action	Begin Date	End Date	# Months	\$/month	Total \$/for period	Fund	Orgn	Acct	Prog	Actv	Loc
	R1	03/01/2015	05/15/2015		1000		A1	416500	60820			
Next available begin date: 16-FEB-15							Total Current Monthly Stipend: \$ 2,167.00					

Remarks: Explain the reason for the RA. (Always complete this area) Top

Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2).
 If one-time payment is made, put 'IX' in Action.
 Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format.
 \$/Month OR Total \$ for period needs to be entered by user.
 Only future pay is displayed in this section.

Line. No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog
1	C	08/16/2014	05/15/2015	9	1,055.98	9,503.81	A1	416500	60820	AID
2	C	08/16/2014	05/15/2015	9	1,111.02	9,999.19	R3C471	715000	60820	OSP1
3	R1	03/01/2015	05/15/2015	2.5	1,000.00	2,500.00	A1	416500		
4	R2	03/01/2015	05/15/2015	2.5	1,167.00	2,917.50	R3C471	715000		
Line. No.	Action	Begin Date	End Date	# Months	\$/month	Total \$/for period	Fund	Orgn	Acct	Prog
	R2	02/16/2015	02/28/2015		1167	2917.5	R3C471	715000	60820	
Next available begin date: 16-FEB-15							Total Current Monthly Stipend: \$ 2,167.00			

Change begin date & stipend amounts

- Enter remarks in the **Remarks section**
- Click **Add**
- In the tuition support section, verify that the tuition support (Tuition for RA, Tuition for TA or Department Tuition award which is a fellow award) matches the stipend type.
- If stipend type and tuition type are different adjust the tuition by clicking on "New Support"
- Select the appropriate tuition award and enter the proper rate
- Click **Add**

Tuition Support: Top

Academic Year: 2011 - 2012 Award Code: RCMF1 Award Description: Chemistry Tuition Award Fall Amount: 0 Spring Amount: 0
 Academic Year: 2011 - 2012 Award Code: RGSARA Award Description: Tuition for RA Fall Amount: 970 Spring Amount: 0

Academic Year	Award Code	Fellow waiver	RA Waiver (RGSARA)	Fall Amount	Spring Amount	Add	Clear
1112		<input type="radio"/>	<input type="radio"/>	970	0		
		<input type="radio"/>	<input type="radio"/>				
Direct bill by cashier's office to outside agency. (Please explain in Remarks section)							
Other (Please explain in Remarks section)							

REVISION HELPS

➤ Job

- When multiple funding lines are processed and the job numbers are different, the jobs are independent of each other.
- When multiple funding lines have the same job number but different time periods that do not overlap, the jobs are also independent of each other.
- When multiple funding lines have the same job number and the time periods overlap, they are not independent of each other, and if a revision is made to one funding line, all other funding lines need to be reiterated, or else they will be dropped.

Type of Action: Top

New action, continuing student Change

Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time payment is made, put '1X' in Action.
 Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format.
 \$/Month OR Total \$ for period needs to be entered by user.
 Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services	Action
1	C	08/01/2011	06/30/2012	11	1,454.55	16,000.00	A1	246207	60820	AID				Provost Fellow	00		New/Revised Stipend

Next available begin date: 01-FEB-12 Total Current Monthly Stipend: \$ 1,454.55 Total New Monthly Stipend: \$ 1,454.55

➤ Zeros

- Do not zero out the end of a stipend period after a new end date has already terminated the stipend.

Type of Action

Type of Action: Revision of prev. submitted stipend appt Revision of current semester tuition support: NO

Revise Payroll History: NO

Current/Future Stipend Support

Line.No.	Action	Begin Date	End Date	# months	S/month	TotalS/period	Fund#	Org#	Account	Prog	Locn	Title	Job#	Services
1	C	05/16/2013	08/15/2013	3	2,116.66	6,349.98	R3D550	778000	60850	RCH		Research Assistant	01	
2	R1	06/01/2013	06/30/2013					778000	60850	RCH		Research Assistant	01	Y

Total Current Monthly Stipend: \$ 2,116.66

New end date is sooner than original end date.

- When prompted to complete funding for the rest of the pay period, press 'clear.' Do not zero out.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services Rendered?
1	C	06/01/2014	08/15/2014	2.5	1,850.00	4,625.00	R4675R	726000	60850	RCH		Lou, Jun		Research Assistant	01	
2	R1	07/01/2014	07/15/2014	.5	1,850.00	925.00	R4675R	726000	60850	RCH		Lou, Jun		Research Assistant	01	Y

Line No.	Action	Begin Date	End Date	\$/month	Total \$/for period	Fund	Orgn	Acct	Actv	Locn	Title	Action
	R1	07/16/2014	08/15/2014	1850	925	R4675R	726000	60850			Research Assistant	Add Clear

Next available begin date: 16-JUN-14 Total Current Monthly Stipend: \$ 1,850.00 Total New Monthly Stipend: \$ 1,850.00

- Use zero when revisions are made with short length of not being paid

Only future pay is displayed in this section.

Line. No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog
1	C	08/16/2014	05/15/2015	9	1,055.98	9,503.81	A1	416500	60820	AID
2	C	08/16/2014	05/15/2015	9	1,111.02	9,999.19	R3C471	715000	60820	OSP1
3	R1	03/01/2015	03/31/2015	1	1,055.98	1,055.98	A1	416500	60820	AID
4	R1	04/01/2015	04/30/2015	1	.00	.00	A1	416500	60820	AID
5	R1	05/01/2015	05/15/2015	.5	1,055.98	527.99	A1	416500	60820	AID
6	R2	03/01/2015	03/31/2015	1	1,111.02	1,111.02	R3C471	715000	60820	OSP1
7	R2	04/01/2015	04/30/2015	1	.00	.00	R3C471	715000	60820	OSP1
8	R2	05/01/2015	05/15/2015	.5	1,111.02	555.51	R3C471	715000	60820	OSP1

Line. No.	Action	Begin Date	End Date	\$/month	Total \$/for period	Fund	Orgn	Acct

Next available begin date: 16-FEB-15 Total Current Monthly Stipend: \$ 2,167.00

REVISION EXAMPLES

➤ Revise Fund #, Extend End Date, and Increase Stipend

- Revising line 2 will not affect line 1 even though they have the same job numbers. The time periods are separate from each other.
- Use a new action to add the extension until 8/15.
- Use an additional new action to extend and increase the stipend from 8/16/13 to 5/15/14.

Type of Action

Type of Action: Revision of prev. submitted stipend appt Revision of current semester tuition support: YES

Revise Payroll History: YES

Current/Future Stipend Support

Line.No.	Action	Begin Date	End Date	# months	S/month	TotalS/period	Fund#	Org#	Account	Prog	Loen	Title	Job#	Services
1	C	05/16/2013	05/31/2013	.5	2,233.34	1,116.67	R15281	429000	60850	RCH		Research Assistant	02	
2	C	06/01/2013	06/15/2013	.5	2,233.34	1,116.67	R15281	429000	60850	RCH		Research Assistant	02	
	R2	06/01/2013	06/15/2013	.5	2,233.34	1,116.67	R4470Q	429000	60850	RCH		Welch Fellow	02	Y
4	N	06/16/2013	08/15/2013		6.66	6.66	R4470Q	429000	60850	RCH		Welch Fellow	00	Y
	N	08/16/2013	05/15/2014	9	2,291.66	20,624.94	R3D800	429000	60850	RCH		Research Assistant	02	Y

Total Current Monthly Stipend: \$2,233.34 Total New Monthly Stipend: \$2,233.34

➤ Revise One Fund Source to Multiple Funds and Increase Stipend Amount

- Same job numbers. Line 1 will remain active since it is a different time period.
- Increase the dollar amount
- Use multiple revision lines for multiple funding sources

Current/Future Stipend Support

Line.No.	Action	Begin Date	End Date	# months	S/month	TotalS/period	Fund#	Org#	Account	Prog	Locn	Title	Job#	Services
1	C	05/16/2013	08/15/2013	3	2,116.66	6,349.98	R21820	778000	60850	RCH		Research Assistant	00	
2	C	08/16/2013	08/15/2014	9	2,159.00	19,431.00	R21820	778000	60850	RCH		Research Assistant	00	
3	R2	08/16/2013	08/15/2014	12	333.33	4,000.00	D71749	778000	60820	AID		Rice Fellow	00	
	R2	08/16/2013	08/15/2014	12	2,500.00	30,000.00	R3C036	246000	60820	OSP1		NSF Fellowship	00	

Increase Stipend

Revise Funding

Total Current Monthly Stipend: \$2,116.66 Total New Monthly Stipend: \$2,833.33

➤ **Revise Stipend to Multiple Funding Sources**

- Revising line 1 will not affect the future pay periods of line 2 since they are different time frames or the previous pay periods of line 3 since they are different job numbers.

Current/Future Stipend Support

Line.No.	Action	Begin Date	End Date	# months	S/month	TotalS/period	Fund#	Org#	Account	Prog	Locn	Title	Job#	Services
1	C	05/16/2013	06/30/2013	1.5	1,944.44	2,916.66	A1	414500	60820	AID		Rice Fellow	00	
2	C	07/01/2013	08/15/2013	1.5	1,944.44	2,916.66	D74691	414000	60820	AID		Rice Fellow	00	
3	C	01/01/2013	05/15/2013	4.5	1,944.44	8,749.98	R3Z910	414000	60850	RCH		Research Assistant	03	
4	R1	05/16/2013	06/15/2013	1	1,944.44	1,944.44	R3Z910	414000	60850	RCH		Research Assistant	03	Y
5	R1	06/16/2013	06/30/2013	.5	972.22	486.11	D74691	414000	60820	AID		Rice Fellow	00	N
6	R1	06/16/2013	06/30/2013	.5	972.22	486.11	R3Z910	414000	60850	RCH		Research Assistant	03	Y

Total Current Monthly Stipend: \$1,944.44 Total New Monthly Stipend: \$1,944.44

➤ **Revising Multiple Funding Sources with Same Job #**

- Lines 2 through 5 need to be revised and/or reiterated when revising any one of those lines because the time periods and the job numbers are the same. Line 5's funding needs to be split onto separate funds, so two R5's are created to do so. Although Lines 2, 3, and 4 do not need to be changed, they must be reiterated so they are not dropped.
- Line 1 is a different Job # and will not be affected by revising Lines 2 through 5.

Type of Action

Type of Action: Revision of prev. submitted stipend appt **Revision of current semester tuition support:** NO

Revise Payroll History: NO

Current/Future Stipend Support

Line.No.	Action	Begin Date	End Date	# months	\$/month	Total\$/period	Fund#	Org#	Account	Prog	Locn	Title	Job#	Services
1	C	04/01/2014	08/15/2014	4.5	150.00	675.00	H20804	711000	60820	AID		TI Fellow	00	
2	C	04/01/2014	08/15/2014	4.5	115.00	517.50	R3C600	720000	60850	RCH		Research Assistant	02	
3	C	04/01/2014	08/15/2014	4.5	230.00	1,035.00	R16985	720000	60850	RCH		Research Assistant	02	
4	C	04/01/2014	08/15/2014	4.5	805.00	3,622.50	R17680	720000	60850	RCH		Research Assistant	02	
5	C	04/01/2014	08/15/2014	4.5	1,150.00	5,175.00	R16540	720000	60850	RCH		Research Assistant	02	
6	R2	06/01/2014	08/15/2014	2.5	115.00	287.50	R3C600	720000	60850	RCH		Research Assistant	02	Y
7	R5	06/01/2014	08/15/2014	2.5	115.00	287.50	R16540	720000	60850	RCH		Research Assistant	02	Y
8	R3	06/01/2014	08/15/2014	2.5	230.00	575.00	R16985	720000	60850	RCH		Research Assistant	02	Y
9	R4	06/01/2014	08/15/2014	2.5	805.00	2,012.50	R17680	720000	60850	RCH		Research Assistant	02	Y
10	R5	06/01/2014	08/15/2014	2.5	1,035.00	2,587.50	R7E721	720000	60850	RCH		Research Assistant	02	Y

Total Current Monthly Stipend: \$2,450.00 **Total New Monthly Stipend:** \$2,450.00

4) One-time Pay

A stand-alone PA should be used for One-time payments

- Select **One-Time Pay** radio box and click **Add**
- Choose type of action: **One-Time Pay**
- Click **Add**

Type of Action: Top

New action, continuing student
 Revision of prev. submitted stipend appt Termination of Stipend
 One-Time Pay

Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History

- Form populates current stipend distribution designated by a “C” in the action column and shaded in gray
- Click **New/Revised Stipend** to enter new payroll information
- **IX** in the action box for one time pay will appear

Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2).
 If one-time payment is made, put 'IX' in Action.
 Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format.
 \$/Month OR Total \$ for period needs to be entered by user.
 Only future pay is displayed in this section.

Line. No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn
1	C	08/16/2014	05/15/2015	9	1,055.98	9,503.81	A1	416500	60820	AID		
2	C	08/16/2014	05/15/2015	9	1,111.02	9,999.19	R3C471	715000	60820	OSP1		
Line. No.	Acti	End Date	Total \$/for period	Fund	Orgn	Acct	Actv	Locn				
	IX	04/15/2015	2000	R3C471	715000	60820						
Next available begin date: 16-FEB-15							Total Current Monthly Stipend: \$ 2,167.00					

Remarks: Explain the reason for the PA (always complete this area) Top

Do not add additional revisions or new actions to One-time Pay.

Current/Future Stipend Support: Top											
Student Payroll History				Personnel Action Job History							
Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time payment is made, put '1X' in Action. Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format. \$/Month OR Total \$ for period needs to be entered by user. Only future pay is displayed in this section.											
Line. No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv
1	C	08/16/2014	05/15/2015	9	1,055.98	9,503.81	A1	416500	60820	AID	
2	C	08/16/2014	05/15/2015	9	1,111.02	9,999.19	R3C471	715000	60820	OSP1	Zy
3	1X		04/15/2015		2,000.00		R3C471	715000	60820	OSP1	Zy
Line. No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv
	N		05/31/2015		1000		R3C471	715000	60820		
						Next available begin date: 16-FEB-15	Total Current Monthly Stipend: \$ 2,167.00				
Remarks: Explain the reason for the PA (always complete this area) Top											
Line. No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv

- Enter end date (15th or the last day of the month) using MM/DD/YYYY or MM/DD/YY date format, this will be the one-time payment pay date
- In the Total \$/for period enter **one-time pay amount**
- Enter **fund number**
- Enter **organization code**
- Enter **account code**
- Enter **title: Rice Fellow, Research Asst., Teaching Asst. or Enter Title**
- Form automatically pulls program code, PI and enters services rendered Y (yes) or N (no)
- Click **Add**
- Enter remarks

5) Termination of Stipend

A stand-alone PA should be used for Termination of Stipend

- Choose type of action: **Termination of Stipend**
- Click **Add**
- Form will ask a series of questions:
- Termination Date, enter using **MM/DD/YYYY or (YY) must be on the 15th or the last day of the month**
- Is student leaving Rice? Choose **Yes** or **No**
- If yes, why? Choose: **Completed degree, Withdrawn, Leave of Absence, Other – Please explain in remarks**
- Click **Add**
- Enter remarks to explain termination, especially if not leaving Rice
- **No further action needed**, the termination date terminates all future stipend distributions

Note: If you need to pay a student for a partial pay period, process a separate PA prior to the termination PA. Do not enter zero dollars (\$00) for a pay period, Banner will not accept zeros.

- **Missed pay period submission deadline to terminate a stipend**
 - Email payroll@rice.edu and cc: pon@rice.edu, asking them to hold the student's pay.

- Process the termination PA using the next available termination date and note the actual termination date in the remarks section.
- Send an email to payroll requesting the check(s) be voided, stipend be discontinued, or, if payment is due to Rice, follow steps for recouping pay.
- Payroll will create a manual record to explain the actions taken.

OTHER FORM FEATURES

- Initiator information automatically populates
- Student information automatically populates
- Current stipend support is indicated by a “C” in the action column, information is pulled directly from Banner
- Previous stipend support is indicated by a “H” for History in the action column, information is pulled directly from Banner
- Budget status link for funding will take you to the web apps page of the funding budget
- Title drop down box
- Fund activity and location codes
- Lists PI on funding source
- Completed certification are listed in the student section
- Student gender is listed

Graduate Payroll Authorization Form - Mozilla Firefox

Date Prepared	Description	Document #	Status
03/29/2012	test	GR007247	IN PROGRESS

Contact Info: Top

Department Contact Person:	Wilkes, Cynthia (Approvals)	Phone #:	5812
Department Initiating PA:	Graduate & Postdoctoral Studies	Mail Stop:	MS-13
Graduate Student Advisor:	Niedzielski, Nancy A.	Graduate Student Advisor Home Dept:	Linguistics

Student Info: Top

Last Name:	██████	First Name:	██████	Middle Name:	Marie	Student ID #:	██████	Gender:	Female	<input type="button" value="Change Student"/>
Citizen:	Y	Home department:	Linguistics	Home Dept Org #:	378000	Degree program:	PHD	Start Term:	Fall07	
Major:	Linguistics	Ins PR Ded:	Y	RCR Certif:	NONE					

Type of Action: Top

Revision of prev. submitted stipend appt	NO	<input type="button" value="Change"/>
--	----	---------------------------------------

Current/Future Stipend Support: Top

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2).
 If one-time payment is made, put '1X' in Action.
 Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format.
 \$/Month OR Total \$ for period needs to be entered by user.
 Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services Rendered?
1	C	04/01/2012	05/15/2012	1.5	55.65	83.48	G80268		379000			60820	IDR1		Rice Fellow	00
2	C	04/01/2012	05/15/2012	1.5	1,711.02	2,566.53	G80164		303000			60820	AID		Rice Fellow	00

Line No.	Action	Begin Date	End Date	\$/month	Total \$/for period	Fund	Orgn	Acct	Actv	Locn	Title	Action
	R2	04/01/2012	05/15/2012	1711.02		A1	246200	60820				

Next available begin date: 01-APR-12 Total Current Monthly Stipend: \$.00

Retroactive Payroll History for reallocation or revision: Top

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for Period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Action

Remarks: Explain the reason for the PA (always complete this area) Top

Line No.	Text	Action
		<input type="button" value="Add"/> <input type="button" value="Clear"/>

Done

REMARKS SECTION

Always enter remarks to help explain the action you are processing. To enter remarks, type in explanation and click **Add**

Remarks: Explain the reason for the PA (<u>always</u> complete this area) Top		
Line. No.	Text	Action
	Revising spring stipend, student received a NIH training grant beginning Jan. 1st.	Add Clear

TUITION SUPPORT

Tuition Support: Top				
Academic Year	Award Code	Award Description	Fall Amount	Spring Amount
2010 - 2011	RGSARA	Tuition for RA	920	920
Academic Year	Award Code	Fall Amount	Spring Amount	Action
1011	<input checked="" type="radio"/> Fellow waiver <input type="radio"/> TA Waiver (RGSATA) <input type="radio"/> Direct bill by cashier's office to outside agency. (Please explain in Remarks section) <input type="radio"/> Other (Please explain in Remarks section) <input type="radio"/> RA Waiver (RGSARA) <input type="radio"/> Student pays	00	920	Add Clear

- Tuition Support section pulls the current tuition distribution from Banner - shaded in gray
- Watch for prompts: “**Tuition waiver may need to be adjusted**” in red writing
- Change tuition if appropriate by clicking the *New Support* button
- Select new tuition support:
 - *Fellow Waiver*
 - *RA Waiver (RGSARA)*
 - *TA Waiver (RGSATA)*
 - *Student pays*
 - *Direct bill by cashier's office to outside agency (Please explain in Remarks section)*
 - *Other (Please explain in Remarks section)* use when grant pays tuition- include fund, org and dollar amount in remarks
 - Enter *Fall* and/or *Spring* tuition being adjusted
 - Click **Add**
 - To add additional support click *New Support*, enter tuition distribution, and click **Add**

APPROVAL PROCESS

Graduate PA *TEST PHASE 3 PILOT* - Microsoft Internet Explorer

Address: https://testweb.rice.edu/banwebdev/pwepagrad_test.main#pwepagradTEXT

Approver Info: Top

Approver Seq	Approver	Status	Action
1	CELESTEB2		Delete

NOTE: Federal regulations require that students and postdocs supported by NSF or NIH projects must be able to certify that they have completed training in responsible conduct of research (RCR). Training should be completed prior to beginning work on an NSF or NIH award. See HELP for more information

Return After Approval No Yes

Request Approval

Choose Approver/Signature Approver for Approval as Necessary

Add Approver

Back To Grad Student PA Entry Menu

PWEPAGRAD Installed 06/21/2010 15:05:24 dev1 - Created 05/29/2010

Electronic Approval - Once the PA form is completed, route electronically for approvals.

1. **Choose Approver Button**– To select an approver, enter approver’s web apps approver name or their last name or a portion of their last name in the approver box and click **Choose Approver**. A list of possible approvers will display, select appropriate approver.
2. **Add Approver Button** – Once an approver is selected, click **Add Approver** to enter into the approval sequence.
3. **Request Approval Button** – Once all approvers have been added to the approver sequence, click **Request Approval** to send PA to the first approver in the sequence.
4. After all approvers have approved the PA it will automatically forward to GPS, then Research Accounting, and then to Payroll.
5. **Return After Approval Radio Button**- Select “yes” to have PA electronically returned to you after approval. If you choose this option, you must go back into the system to send PA to the next approver or GPS (**we do not recommend this option to avoid forgotten PAs**). This button automatically defaults to “No”.
6. **PA Reminder Date** – Select this option to have a notification sent to you (the initiator) if the PA has not been processed by a particular date.

Signature Authority Required – When processing payroll on a fund outside your department Org, an additional approver will be required. This will be indicated by red asterisk on the appropriate line and a note - ****Signature authority required.***

Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time pay '1X' in Action.
 Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format.
 \$/Month OR Total \$ for period needs to be entered by user.
 Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog Title	Job#	Services Rendered?	Action
*1	C	04/16/2010	08/15/2010	4	2,000.00	8,000.00	D72941	778000	60820				AID Grad Research Assistant	02		New/Revised Stipend
*2	R1	07/01/2010	08/15/2010	1.5	2,000.00	3,000.00	A1	778000	60820				AID Rice Fellow	02	N	Change/Delete New/
					Next available begin date:	01-JUL-10	Total Current Monthly Stipend:	\$ 2,000.00	Total New Monthly Stipend:	\$ 2,000.00						

Retroactive Payroll History for reallocation or revision : Top

Line.No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for Period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog Title	Job#	Action
21	H	03/16/2010	03/31/2010	.5	2,000.00	1,000.00	R38020	726000	60850			Ajayan, Pulickel M.	RCH Research Assistant	02	
22	H	05/01/2010	05/15/2010	.5	2,000.00	1,000.00	R72940	726000	60850			Vajtai, Robert	RCH Research Assistant	02	
23	H	05/01/2010	05/15/2010	.5	2,000.00	1,000.00	R72940	726000	60850			Vajtai, Robert	RCH Research Assistant	02	
24	H	05/16/2010	05/31/2010	.5	-338.00	-169.00	D72941	778000	60820			Vajtai, Robert	AID Research Assistant	02	
25	H	05/16/2010	05/31/2010	.5	2,000.00	1,000.00	D72941	778000	60820			Vajtai, Robert	AID Research Assistant	02	

*Signature authority required

➤ If an approver has left for vacation and forgot to approve my PAs, and they are still in his/her queue?

- Email admsys@rice.edu with PA document number and location of the document currently and ask that they move the PA back to your queue. If it's urgent, cc: pon@rice.edu and Pam will make sure to follow up.

➤ Finding Approvers

- Using FOAPAL to look up Fund Codes
- Edgar Webapps → Finance tab → FOAPAL → Fund Codes
- Type in Fund code you are interested in, and press "Current Fund Information"

SEARCH MENU: []

Home Workflow Finance Hr/Payroll Student Financial Aid Visitors Oracle Reports Site Map

Financial Queries | Payment Queries | PCard/Travel Queries | Research Proposals/Awards | Downloads | Web Entry | FOAPAL

Fund Codes

Fund: R3C033 List Your Fund(s) Fund Text

Title Search String: (Optional) Fund Code History Current Fund Information

- Fund List with the proper Org number and Program code will be displayed

Fund List: Total = 1

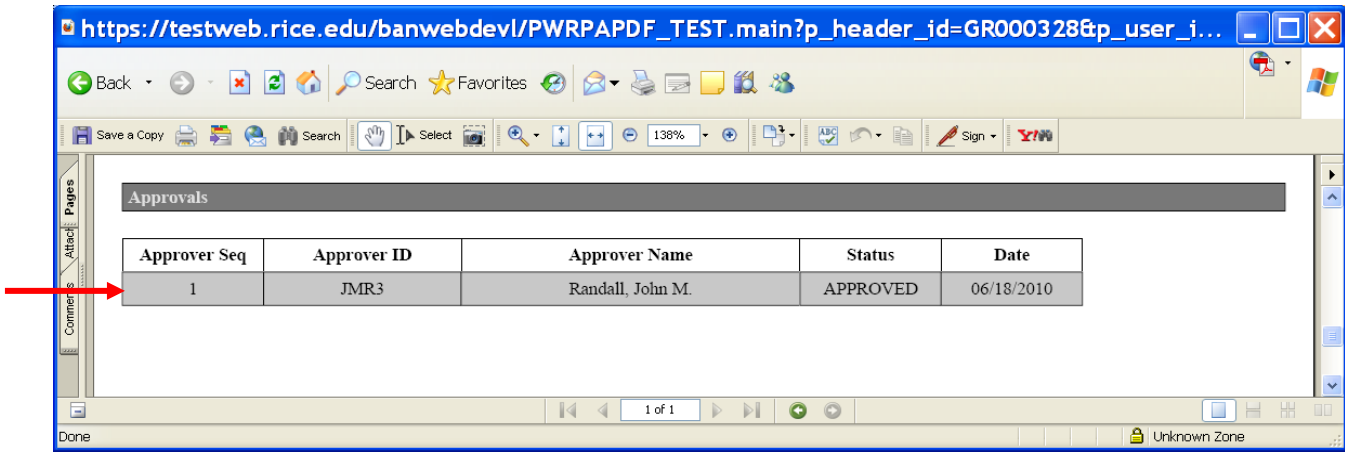
#	Fund Code	Default Orgn	Title	Default Program	D E	S T	Effective Date	Next Chg Date	Termination Date	Activity Date
1	R3C033	246000	NSF DGE-0940902 2010-2011 Matsuda	OSP1	Y	A	05/29/2014			05/29/2014

Fund List: Total = 1

➤ Contact Pam at pon@rice.edu for additional support

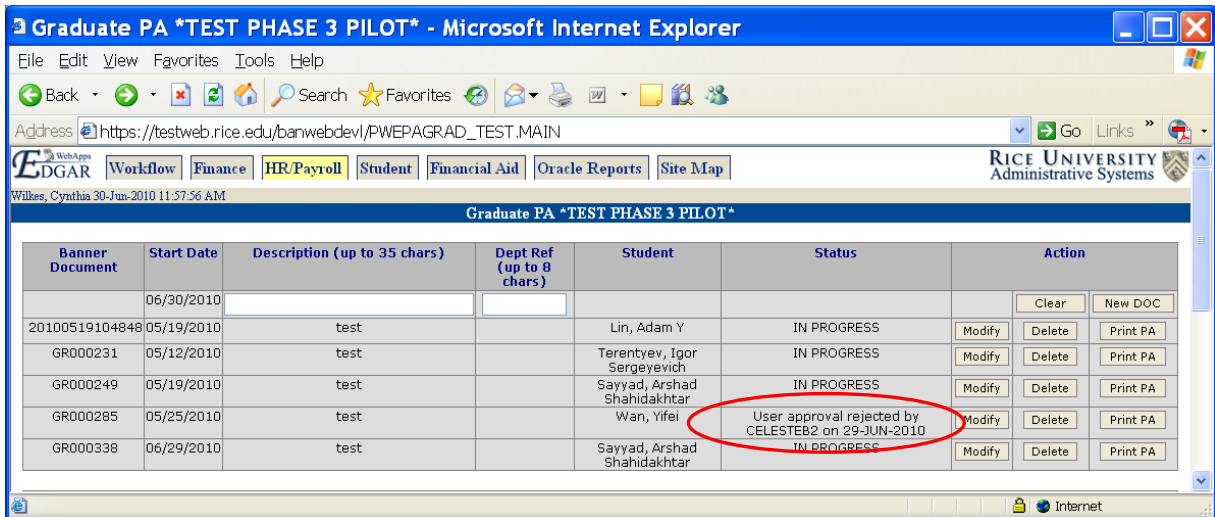
ELECTRONIC SIGNATURES

- Electronic signatures will display on the PA when routed for approvals and on the PA PDF. Approvers will be legible as: Approver ID, full name, status and date approved.



REVISION REQUESTED OR REJECTED

- If a PA is returned or a revision for any reason, it will return to the initiator's queue with the rejecter's ID and the date requested for revision. The initiator will also receive an email notification of this action.



- The revision requested PA will contain comments so the initiator can make the appropriate corrections.
- *Once the PA is modified, it must be re-routed to all approvers.*

Graduate PA *TEST PHASE 3 PILOT* - Microsoft Internet Explorer

Address: https://testweb.rice.edu/banwebdevl/pwepagrad_test.main

Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog	Title	Job#	Services Rendered?	Action	
1	N	07/01/2010	08/15/2010	1.5	2,000.00	3,000.00	A1	246000	60820				AID	Rice Fellow		N	Change/Delete	New/Revised Stip
					Next available begin date:	01-JUL-10	Total Current Monthly Stipend:		\$.00	Total New Monthly Stipend:		\$ 2,000.00						

Retroactive Payroll History for reallocation or revision : Top

Line.No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for Period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog	Title	Job#
----------	--------	------------	----------	----------	----------	---------------------	------	------	------	------	------	---------	------	-------	------

Remarks: Explain the reason for the PA (always complete this area)Top

Line. No.	Text	Action
1	PA DISAPPROVED BY :CELESTEB2.DISAPPROVAL REASON: Please correct fund/org.	Change/Delete

Tuition Support: Top

Academic Year: 2009 - 2010 Award Code: RGSARA Award Description: Tuition for RA Fall Amount: 875 Spring Amount: 875 New Support

Approver Info: Top

Approver Seq	Approver	Status	Action
--------------	----------	--------	--------

NOTE: Federal regulations require that students and postdocs supported by NSF or NIH projects must be able to certify that they have completed training in responsible conduct of research (RCR). Training should be completed prior to beginning work on an NSF or NIH award. See UFLD for more information.

ARCHIVED PAs

- Completed PAs (defined as, PAs approved by department(s), GPS, Research Accounting and Payroll) will be ‘archived.’
- Archived PAs will disappear from the initiator’s queue.
- All archived PAs can be search for in the ‘*Web Personnel Actions List*’
- Both the initiator and other department users can search for department PAs.

Web Personnel Actions List

- Hr/Payroll / Queries / Web Personnel Actions List (in Edgar)
- PA searchable fields are by: Dates, Fund, Org, Initiator, Student, PI, and/or Advisor.
- The **Graduate Payroll Authorization** button must be selected.
- Select the Graduate PA status whether the PA is **In Progress, Completed or All**. Completed PAs will display “completed” at the bottom of the PDF.
- Archived PAs, they will no longer show on the initiator’s grad PA menu.

Web Personnel Actions List

Last Transaction Date (MM/DD/YYYY):	From: 03/25/2011	To: 03/25/2011
Fund Code (Leave blank to select all):		List Funds
Orgn Code (Leave blank to select all):		List Orgns
Initiator (Leave blank to select all):		List Initiators
ID (or Last Name for Employee Search):		Employee Search
Document Type:	<input checked="" type="radio"/> Graduate Payroll Authorization ***	
*** Additional parameters for Graduate PAs		
	PI (ID or Last Name Search):	List PIs
	Advisor (ID or Last Name Search):	List Adv.
	Graduate PA Status: <input checked="" type="radio"/> In Progress <input type="radio"/> Complete <input type="radio"/> All	
Reset Submit		

WPEPALIST Installed 01/26/2011 07:45:52 pprd - Created 2011/01/02

Once parameters are selected, the Web Personnel Actions List will display:

- PA document number assigned by Banner
- Employee – the student
- Document type – Graduate Payroll Authorization Form or other kind of online PA
- Initiator
- Start date – the date the PA was started
- Transaction date – the date the PA posted
- Description – entered by the initiator when the action was started
- Status – status of the PA
- Current Owner

To view PDF, click on the blue document number.

Advisor (ID or Last Name Search):		List Adv.
Graduate PA Status:	<input type="radio"/> In Progress <input type="radio"/> Complete <input checked="" type="radio"/> All	
Reset Submit		

Banner Document	Employee	Document Type	Initiator	Start Date	Transaction Date	Description	Status	Current Owner
GR003099	Stark, Daniel	Graduate Payroll Authorization Form	Cantu, Umbe O.	28-FEB-11	25-MAR-11	Dan Stark stipend/redistribution	approval rejected by PAYROLL on 15-MAR-2011	UMBE
GR003180	Davis, Erik	Graduate Payroll Authorization Form	Louie, Sylvia	24-MAR-11	24-MAR-11	Davis	approval requested of PAYROLL on 24-MAR-2011	LOUIES

APPROVERS

- **Email Notification** - Approver will get an email from Admin Systems with the subject line: Graduate PA Approval Request. They can access the PA by following a link in the email, or under web entry in the HR/Payroll tab in web apps, or in the workflow tab in web apps.
- **Approver's Menu** – When approvers log into web apps, their Graduate Payroll Authorization Form menu will have two sections.
 - Top Section - PAs that have been initiated by the user (if any). For faculty and non-initiators, the top section will be blank.
 - Bottom Section - PAs awaiting their approval

Initiator's Section

Banner Document	Start Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Student	Status	Action
	06/28/2010					Clear New DOC
20100518114241	05/18/2010	test			IN PROGRESS	Modify Delete
20100519104848	05/19/2010	test		Lin, Adam Y	IN PROGRESS	Modify Delete Print PA
GR000231	05/12/2010	test		Terentyev, Igor Sergeyeovich	IN PROGRESS	Modify Delete Print PA
GR000249	05/19/2010	test		Sayyad, Arshad Shahidakhtar	IN PROGRESS	Modify Delete Print PA
GR000285	05/19/2010	test		Wan, Yifei	IN PROGRESS	Modify Delete Print PA

Approver's Section

Banner Document	Start Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Student	Status	Action
GR000314	06/01/2010	ADMINSYSTEMS TEST	ASYSYEST	Cuchiara, Michael Paul	approval requested by MAJ1 on 17-JUN-2010	Display PA Print PA
GR000322	06/17/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 17-JUN-2010	Display PA Print PA
GR000324	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000325	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000326	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000327	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000328	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000334	06/25/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 25-JUN-2010	Display PA Print PA

PWEPAGRAD Installed 06/21/2010 15:05:24 devl - Created 05/29/2010

Administrative Systems | Submit a Request/Problem
Administrative Systems 250 Allen Center, MS 97 ©2000 Rice University

Approving PAs:

Once the approver has reviewed the PA, they can either approve or request a revision(s). If there are corrections to be made, they must reject the PA with comments. The initiator will make the appropriate changes and resubmit it. Only the initiators can make changes, other than simply adding comments. **A “revision requested” PA must be re-approved by everyone in the signature queue.**

- **Display PA Button:** Click Display PA to review the PA. Verify time periods, funding sources, account codes, etc.
- **Approve PA button:** At the bottom of the screen, click *Approve PA*. PA will automatically forward to the next approver in line. No further action needed.
- **Reject PA button:** To reject the PA, add a comment explaining the rejection in the Remarks / Text section and click *Reject PA* button. Comments are mandatory for a rejection so as to give instructions to the initiator. If you click Reject PA without comments, you will get this error message:

The screenshot displays the Banner PA system interface. At the top, there is a table with columns for Line No., Action, Begin date, End date, # Months, \$/Month, Total \$ for Period, Fund, Orgn, Acct, Actv, Locn, PI Name, Prog, Title, and Job#. Below this is a section for 'Retroactive Payroll History for reallocation or revision : Top' with a table of similar columns. The 'Remarks: Explain the reason for the PA (always complete this area)Top' section contains a text input field. The 'Approver Info: Top' section shows 'Approver Seq' 1, 'Approver' JMR3, and 'Status' APPROVED. A red arrow points to the 'Approve PA' button. Below the buttons is a 'Back To Grad Student PA Entry Menu' button.

Line.No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for Period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog	Title	Job#
1	C	09/01/2009	08/31/2010	12	2,075.00	24,900.00	D72941	778000	60850			IDR1	Research Assistant	02	
2	1X		08/31/2010			100.00	D72941	778000	60850			IDR1	Research Assistant		Y

Next available begin date: 01-JUL-10
Total Current Monthly Stipend: \$ 2,075.00
Total New Monthly Stipend: \$ 2,075.00

Remarks: Explain the reason for the PA (always complete this area)Top

Line.No.	Text	Action
1	ADMIN SYSTEMS TEST, OTHER USERS PLEASE IGNORE.	

Tuition Support: Top

Academic Year: 2009 - 2010 Award Code: RGSARA Award Description: Tuition for RA Fall Amount: 875 Spring Amount: 875

Approver Info: Top

Approver Seq	Approver	Status
1	JMR3	APPROVED

NOTE: Federal regulations require that students and postdocs supported by NSF or NIH projects must be able to certify that they have completed training in responsible conduct of research (RCR). Training should be completed prior to beginning work on an NSF or NIH award. See HELP for more information

Approve PA Reject PA

Back To Grad Student PA Entry Menu

Automatic Email Notifications

Automatic email notifications will be sent as FYIs to the following individuals for students, who had their stipend funds changed, added or terminated:

1. The **PI** (primary investigator) of a research fund, if there is one. If there are co-PIs, it will only go to the primary PI.
2. If there is no PI on the fund, but there is a **financial manager** assigned to the fund in Banner, the financial manager will receive the notification.
3. If there is no PI or financial manager, the notification will go to the student's **advisor** (if there is one assigned in Banner).

Automatic email notification will be generated:

1. When a grad PA or reallocation has been completed and posted in Banner during the previous week.
2. One email notification per person will cover all students and all PAs completed during the given week.

The email will include a list of students who have had actions taken in the past week. The information included for each student will be:

Dear XXXX,

You are receiving this notification because you are the Principal Investigator/Financial manager on a fund(s) being used to pay a graduate student stipend(s) or the Graduate advisor for a student.

The following Graduate Student Payroll Authorization(s) were processed during the period 02/14/2011-02/21/2011

Student Name :Mickey Mouse
Fund/Orgn :R3C032/246000
Fund Title :NSF GRFP
Job Title :NSF Fellow
Begin Date :01-JAN-11
End Date :31-MAY-11
Change Reason :Appointment extension
PA Doc: :GR002991
Initiator Name :Cynthia Wilkes
Initiator Phone :5812

https://webapps2.rice.edu/banweb/pwrpapdf.main?p_header_id=GR002991&p_action=QUERY

Also paid on A1 246000, Rice Fellow from 01-JAN-11 to 31-MAY-11.

Please contact the Graduate Student Payroll Authorization initiator for more information.

NOTE: Federal regulations require that students and postdocs supported by NSF or NIH projects must be able to certify that they have completed training in responsible conduct of research (RCR). Training should be completed prior to beginning work on an NSF or NIH award. RCR training is available at www.citiprogram.org, with more information about Rice RCR requirements at <http://osr.rice.edu>.

Thank you for your time and attention.

Example PDF of a fully processed and archived PA

Last Revised Date: 03/26/2012 Graduate Student Payroll Authorization Print Form Document No: GR007152

Contact Information

Department Contact Person: Baylor, Sandra Phone #: 6210
 Department Initiating PA: Civil and Environmental Engineer Mail Stop: MS-317
 Graduate Student Advisor: No Advisor Assigned

Student Information

Last Name: Tan First Name: Ting Middle Name:
 Student ID: [REDACTED] S01163334 Gender: [REDACTED] ale Citizen: Non-Citizen
 Citizenship Cov [REDACTED] NA Type of Visa: F1 Home dept org: 722000
 First semester and year in program: Fall11 Home Department: Civil and Environmental Engineering
 Degree program: PHD Major: Civil Engineering
 RCR Certif: RCR1 - 08/14/2011

Type of Action

Type of Action: Termination of Stipend Termination Date: 31-MAR-12
 Termination Reason: Other - See remarks area below

Current/Future Stipend Support

Line.No	Action	Begin Date	End Date	# months	\$/month	Total\$/period	Fund#	Org#	Account	Prog	Locn	Title	Services
1	C	09/01/2011	05/15/2012	8.5	250.00	2,125.00	D72936	722000	60820	AID		Rice Fellow	

Total Current Monthly Stipend: \$250.00 Total New Monthly Stipend: \$0.00

Remarks

Advisor: Rouzbeh Shahsavara. Student is leaving to attend another university. Please terminate her stipend as of March 31, 2012 per Dr. Shahsavari.

Tuition Support

Academic Year	Award Code	Award Description	Fall Amount	Spring Amount

Approvals

Approver Seq	Approver ID	Approver Name	Status	Date
1	EHJ2	Jordan, Eric	APPROVED	03/27/2012
2	CWILKES2	Wilkes, Cynthia (Approvals)	APPROVED	03/28/2012
3	JSMOLEN	Smolen, James Edward	APPROVED	03/28/2012
4	BRW2	Williams, Bridgette Renee	APPROVED	03/28/2012

Completed