Online Grad PA Tip Sheet:

One-time pays must be a future date. If you use a previous end date, you will receive an error message.

For retro pay due to students use a one-time pay.

Manual check requests must be approved by Bobby McBride.

New grad PA deadlines: PAs are due on the 1st or the 16th of the month.

When revising and extending a stipend, use two separate actions. “R” for the revision and “N” for the new extended stipend.

You may revise and increase the stipend on the same line.
Revisions and Job numbers:

When revising stipends with multiple funding sources, pay close attention to the job numbers. The job numbers are independent of each other. Revising one job number will have no effect on the other job number.

If revising only one job number, all the lines of that job number must be revised. Zeros may be used to zero out funding lines for the specific job number. The system will NOT prompt the initiator to complete reallocations for job numbers. Different job numbers do not need to be revised if remaining the same.

1. In Example 1, there are two different job numbers, 00 and 03. They are independent of each other. If revising only one job number (ex.# 00/line 1), the other (#03/line 2) will remain as is unless you revise it.

2. In Example 2, all four lines have the same job number even though there are multiple funding sources. To revise any portion of the funding, you must re-enter all the funding sources. The system will NOT prompt you to revise lines 1 through 4; can use zeros if necessary.
Partial Revisions:

If part of an encumbered stipend is revised, leaving a portion of the stipend unrevised, the system will prompt you to enter the unrevised portion. You may change, reiterate or zero out this portion of the stipend. The entire stipend must be accounted for except if you are shortening the end date. In this instance, it’s not necessary to zero out the last portion of the stipend. The system will take the new end date as the end date.

Terminating stipends: If you need to terminate a stipend and have missed the submission deadline for the pay period, please follow these steps:

1. Contact payroll immediately, asking them to hold the student’s pay. It’s easier to hold a check that has not yet been released than to retrieve a paid stipend.
2. Process the termination PA using the next available termination date and note the actual termination date in the remarks section.
3. Send an email to payroll requesting the check(s) be voided, stipend be discontinued, or, if payment is due to Rice, follow steps one through four for recouping pay.
4. Payroll will create a manual record to explain the actions taken.

Recouping pay: If you have to recoup pay and reimburse Rice, then please follow these steps:

1. Send an email to payroll explaining the situation and why the student owes Rice the stipend payment.
2. Ask payroll for the exact amount due to Rice, accounting for the payroll taxes that were deducted from the stipend payment.
3. Collect a check from the student for the amount owed to Rice.
4. Deliver the check and a copy of the email sent (from step #1) to payroll.
5. Payroll will create a manual record to explain the actions taken.