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.

REVISED: August 2019
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Graduate Online Payroll System</td>
<td>2</td>
</tr>
<tr>
<td>When to use Online Grad PAs</td>
<td>2-3</td>
</tr>
<tr>
<td>Graduate Student Payroll Authorization Deadlines</td>
<td>4</td>
</tr>
<tr>
<td>Login</td>
<td>5</td>
</tr>
<tr>
<td>Create a New PA</td>
<td>6</td>
</tr>
<tr>
<td>Types of Actions</td>
<td>6</td>
</tr>
<tr>
<td>1. First Appointment as Rice Graduate Student</td>
<td>7</td>
</tr>
<tr>
<td>2. New Action, Continuing Student</td>
<td>7-8</td>
</tr>
<tr>
<td>3. Revision of Previously Submitted Stipend Appointment</td>
<td>9-13</td>
</tr>
<tr>
<td>a. Revision Helps</td>
<td>14</td>
</tr>
<tr>
<td>4. One-time Pay</td>
<td>15</td>
</tr>
<tr>
<td>5. Termination of Stipend</td>
<td>16</td>
</tr>
<tr>
<td>6. Recall a Stipend</td>
<td>16</td>
</tr>
<tr>
<td>Example of PA Form</td>
<td>17</td>
</tr>
<tr>
<td>Approval Process and Electronic Signatures</td>
<td>18-19</td>
</tr>
<tr>
<td>Revision Requested or Rejected PA</td>
<td>20</td>
</tr>
<tr>
<td>Archived PAs</td>
<td>21</td>
</tr>
<tr>
<td>Web Personnel Actions List</td>
<td>21-22</td>
</tr>
<tr>
<td>Approvers and Approving PAs</td>
<td>23-24</td>
</tr>
<tr>
<td>Automatic Email Notifications</td>
<td>24-25</td>
</tr>
<tr>
<td>Example of Fully Processed and Archived PA</td>
<td>26</td>
</tr>
<tr>
<td>I-9 &amp; Stipends</td>
<td>27-28</td>
</tr>
<tr>
<td>Q&amp;A</td>
<td>28-29</td>
</tr>
<tr>
<td>Missed Payroll Deadline</td>
<td></td>
</tr>
<tr>
<td>Change Account Codes</td>
<td></td>
</tr>
<tr>
<td>Matriculating Grad w/ Rice Work Student employment</td>
<td></td>
</tr>
<tr>
<td>Updates/Revisions *</td>
<td></td>
</tr>
</tbody>
</table>
OVERVIEW OF GRADUATE ONLINE PAYROLL SYSTEM

Please process the Grad PAs using the “Payroll Authorization Deadlines” dates provided by GPS.

PA 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
- 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

USE the Grad Online PA

- Stipend Payments
  - Fellow (60820)
    - Support for the furtherance of their education; benefit the student rather than research projects that generates a deliverable.
  - Research Assistant (60850)
    - Performing services related to the fund being charged. Conduct activities for the benefit of the sponsoring agency or university. Generates a deliverable.
  - Teaching Assistant (60860)
    - Provide services in support of teaching activities; work is required
    - Grad Summer school instructors (TA) - in Remarks note “Summer school instructor payment. Please change account code to 60880”

- One Time Payments
  - Bonuses (such as passing the QE)
  - Relocation payments
  - Teaching Assistant payments
  - Make up a missed payment due to student not being registered the required number of credit hours to get paid (*Cross reference the missed pay date in the Remarks area*)

- Revising Current Stipend Support

- Terminating Stipends
  - Degree completion
  - Withdrawals
  - LOA
  - Leaving for Internship
### WHEN NOT TO USE A GRAD ONLINE PA

<table>
<thead>
<tr>
<th>Service/Award</th>
<th>Notes</th>
<th>Payment Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prizes and Awards <em>(competition)</em></td>
<td>Participants’ <em>achievement</em> ($) in contest of a performance, contest, or other competitive criteria. Event on or off campus.</td>
<td>Process a Check Request in Rice Marketplace, to be processed by Payables/Payment Solutions*</td>
</tr>
<tr>
<td>Service Award, Retreat Award,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash prizes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduates enrolled in <strong>less</strong> than 9 course credits/semester</td>
<td>Even if your program considers the grad program as full time and the grad is a TA</td>
<td>EPAF</td>
</tr>
<tr>
<td>Graduate Graders</td>
<td><em>Hourly or not related to their degree.</em></td>
<td>EPAF</td>
</tr>
<tr>
<td>Graduate as Guest Speaker</td>
<td></td>
<td>EPAF</td>
</tr>
<tr>
<td>Hourly Pay</td>
<td></td>
<td>EPAF</td>
</tr>
<tr>
<td>Graduate students working in your department unrelated to their academic program</td>
<td></td>
<td>EPAF</td>
</tr>
<tr>
<td>Graduate payroll changes for past funding changes</td>
<td></td>
<td>Coding errors should be reallocated on the Online Labor Distribution System</td>
</tr>
<tr>
<td>Early admission to grad school of undergraduates</td>
<td>Ex. BREEN program, Undergraduate to Master’s degree</td>
<td>EPAF</td>
</tr>
<tr>
<td>FWIS – TAs. Program in Writing and Communication</td>
<td>If not related to their degree</td>
<td>EPAF</td>
</tr>
<tr>
<td>CTE – Center for Teaching Excellence “Pedagogical Institute for Graduate Students”</td>
<td>If not related to their degree</td>
<td>EPAF</td>
</tr>
<tr>
<td>CENHS - Center for Energy and Environmental Research in Human Sciences</td>
<td>If not related to their degree</td>
<td>EPAF</td>
</tr>
<tr>
<td>Graduate from another University doing summer research at Rice. NOT a Rice grad student.</td>
<td>Set-up as a Rice employee in a temporary position (Per HR).</td>
<td>EPAF or Payables</td>
</tr>
</tbody>
</table>

\*NOTE: You must contact the Office of Procurement and ask for access to Rice Marketplace. Once you have been granted access, contact the Training Coordinator in Payables/Payment Solutions & Disbursements for setup and training.
Please follow the GPS Deadline schedule outlined for Graduate students (GR pay period). GPS updates the calendar yearly and it can be found in the GPS Administrative Guide under Finance>Finance/Pay>Payroll Deadlines.

Please be mindful that the PA must be in the GPS queue by the GPS Deadline on the schedule. This is to ensure enough time for the PA to complete the approval process and make it to payroll for the final prep and inclusion in the e-file, which is electronically upload to the bank(s) before the actual pay date.

**DO NOT CONFUSE THE GPS DEADLINE WITH THE PAYROLL DEADLINE.**

Payroll and GPS understand that occasionally there are circumstances beyond your control and you may not have the funds or the information needed in time to submit a PA and meet the deadlines. However, we know the students should get a pay check and we know the beginning date for that pay check. In those instances, please follow the procedures below for a work around until which time corrections can be made:

- If time is running out, to ensure the PA will make it to the bank on time for payday for the student, please submit a PA using a departmental "D" fund.
- Once the information needed as been obtained, submit a "Revision" PA and an OLR to correct the fund accounts. Make sure to reference the OLR in the comments on the Revision PA.
- Be SURE to allow enough time for this process to meet the DEADLINE for the pay period you are submitting the correction.

Our ultimate goal is to make sure no student entitled to a pay check goes without one.
INITIATORS

Initiators can request the ability to view budget codes from their Department Administrator.

ONLINE GRADUATE PAYROLL SYSTEM LOGIN

- 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
CREATE A NEW PA

- Enter a description up to 35 characters following this format:
  - Last name
  - Type of PA
    - N Grad – new matriculate
    - R - Revised
    - N - New action, continuing student
    - 1X – One time pay
    - T – Terminate
  - The Date the action begins (Revision or New) or it is to occur (Termination or 1xPay)
  - Additional information for your benefit
  
  **Example:** Smith, R, 8/1/16, your info

- 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.

**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
**First Appointment as Rice Graduate Student**

- 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 (1\textsuperscript{st} or 16\textsuperscript{th}) using MM/DD/YYYY or MM/DD/YY date format
- Enter end date (15\textsuperscript{th} 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 auto fills 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** (manually) WHEN FELLOW IS AN OUTSIDE FELLOWSHIP (I.E. NSF, NIH, etc.)
- Form automatically enters services rendered Y (yes) or N (no)
- Click **Add**
- Enter notes in **Remarks** section
- Click **Add**
- **Add Approver(s)** * See approver information on page 22

**New Action, Continuing Student**

- 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
• “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 auto fills 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 (manual entry. Examples: NSF-GRFP, NIH, NASA, NDSEG, etc.)
• Enter notes in the Remarks section

   Always enter remarks to help explain the action you are processing.
   Enter explanation and click Add.

Remarks are especially needed if an OLR will be processed. Please note the dates the OLR will encompass for tuition awarding.

• Add Approver(s) * See approver information on page 22
Revision of Previously Submitted Stipend Appointment

- 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.

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Action</th>
<th>Begin date</th>
<th>End date</th>
<th># Months</th>
<th>$/Month</th>
<th>Total $ for period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>06/01/2012</td>
<td>06/30/2012</td>
<td>11</td>
<td>1,454.55</td>
<td>16,000.00</td>
</tr>
</tbody>
</table>

Form automatically calculates # of months.

Enter end date (15th or the last day of the month) using MM/DD/YYYY or MM/DD/YY date format.

Enter fund number
Enter organization code
Enter account code

Form automatically enters services rendered Y (yes) or N (no).

Click Add.

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 (OLR) form in Esther.

Enter $/month or Total $ for period (system will calculate un-entered amount).
- Enter notes in the Remarks section
- Click Add
- Add Approver(s) * See approver information on page 22

Multiple Revisions with SAME End Dates
- Follow the above steps; however, when sharing the same end date for multiple revisions:
  - Revisions w/ the same end date (“R_” for each line)
**Multiple Revisions with DIFFERENT End Dates**

- Follow the above steps; however, for different end dates for multiple revisions:
  - Revise all lines with the begin dates with the same end dates
  - Add “N” action for additional entries using the same begin and end dates

---

### Previous Entry (Banner does not recognize)

<table>
<thead>
<tr>
<th>Line No</th>
<th>Action</th>
<th>Begin Date</th>
<th>End Date</th>
<th># Months</th>
<th>$/Month</th>
<th>Total $/period</th>
<th>Fund#</th>
<th>Org#</th>
<th>Account</th>
<th>Prog Loc</th>
<th>Title</th>
<th>Job#</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>10/16/2016</td>
<td>8/5/2017</td>
<td>10</td>
<td>1179.17</td>
<td>11791.7</td>
<td>RG130</td>
<td>71500</td>
<td>60850</td>
<td>RCH</td>
<td>Research Assistant</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>C</td>
<td>10/16/2016</td>
<td>8/5/2017</td>
<td>10</td>
<td>1179.17</td>
<td>11791.7</td>
<td>RG130</td>
<td>71500</td>
<td>60850</td>
<td>RCH</td>
<td>Research Assistant</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>N</td>
<td>1/16/2017</td>
<td>5/15/2017</td>
<td>4</td>
<td>294.76</td>
<td>1178.64</td>
<td>A1</td>
<td></td>
<td>246221</td>
<td>60850</td>
<td>Teaching Assistant</td>
<td>01</td>
<td>Y</td>
</tr>
<tr>
<td>4</td>
<td>R1</td>
<td>1/16/2017</td>
<td>5/15/2017</td>
<td>4</td>
<td>294.76</td>
<td>1178.64</td>
<td>A1</td>
<td></td>
<td>246221</td>
<td>60850</td>
<td>Research Assistant</td>
<td>04</td>
<td>Y</td>
</tr>
<tr>
<td>5</td>
<td>R2</td>
<td>1/16/2017</td>
<td>8/15/2017</td>
<td>9</td>
<td>.48</td>
<td>3437.51</td>
<td>RG130</td>
<td>71500</td>
<td>60850</td>
<td>RCH</td>
<td>Research Assistant</td>
<td>04</td>
<td>Y</td>
</tr>
<tr>
<td>6</td>
<td>N</td>
<td>5/16/2017</td>
<td>8/15/2017</td>
<td>3</td>
<td>1179.17</td>
<td>3537.51</td>
<td>RG130</td>
<td>71500</td>
<td>60850</td>
<td>RCH</td>
<td>Research Assistant</td>
<td>04</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Note:** R1 & R2 do not have the same end date.

---

### Entry that Banner can recognize

<table>
<thead>
<tr>
<th>Line No</th>
<th>Action</th>
<th>Begin Date</th>
<th>End Date</th>
<th># Months</th>
<th>$/Month</th>
<th>Total $/period</th>
<th>Fund#</th>
<th>Org#</th>
<th>Account</th>
<th>Prog Loc</th>
<th>Title</th>
<th>Job#</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>10/16/2016</td>
<td>8/5/2017</td>
<td>10</td>
<td>1179.17</td>
<td>11791.7</td>
<td>RG130</td>
<td>71500</td>
<td>60850</td>
<td>RCH</td>
<td>Research Assistant</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>C</td>
<td>10/16/2016</td>
<td>8/5/2017</td>
<td>10</td>
<td>1179.17</td>
<td>11791.7</td>
<td>RG130</td>
<td>71500</td>
<td>60850</td>
<td>RCH</td>
<td>Research Assistant</td>
<td>04</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>N</td>
<td>1/16/2017</td>
<td>5/15/2017</td>
<td>4</td>
<td>294.76</td>
<td>1178.64</td>
<td>A1</td>
<td></td>
<td>246221</td>
<td>60850</td>
<td>Teaching Assistant</td>
<td>01</td>
<td>Y</td>
</tr>
<tr>
<td>4</td>
<td>R1</td>
<td>1/16/2017</td>
<td>5/15/2017</td>
<td>4</td>
<td>294.76</td>
<td>1178.64</td>
<td>A1</td>
<td></td>
<td>246221</td>
<td>60850</td>
<td>Research Assistant</td>
<td>04</td>
<td>Y</td>
</tr>
<tr>
<td>5</td>
<td>R2</td>
<td>1/16/2017</td>
<td>8/15/2017</td>
<td>9</td>
<td>.48</td>
<td>3437.51</td>
<td>RG130</td>
<td>71500</td>
<td>60850</td>
<td>RCH</td>
<td>Research Assistant</td>
<td>04</td>
<td>Y</td>
</tr>
<tr>
<td>6</td>
<td>N</td>
<td>5/16/2017</td>
<td>8/15/2017</td>
<td>3</td>
<td>1179.17</td>
<td>3537.51</td>
<td>RG130</td>
<td>71500</td>
<td>60850</td>
<td>RCH</td>
<td>Research Assistant</td>
<td>04</td>
<td>Y</td>
</tr>
<tr>
<td>7</td>
<td>N</td>
<td>5/16/2017</td>
<td>8/15/2017</td>
<td>3</td>
<td>1179.17</td>
<td>3537.51</td>
<td>RG130</td>
<td>71500</td>
<td>60850</td>
<td>RCH</td>
<td>Research Assistant</td>
<td>04</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Note:** R1 & R2 have the same end date.

---

### Revision with the SAME Fund #, Different Begin Date:

---

**Revision with the SAME Fund #, Different Begin Date:**

---

**Revision with the SAME Fund #, Different Begin Date:**

---

**Revision with the SAME Fund #, Different Begin Date:**
Revision of 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 an “N” action to add the extension until 08/15/2013
- Use an additional new action to extend and increase the stipend from 08/16/2013 to 05/15/2014

Revision of 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
- Same begin and end dates
- Increase the dollar amount
- Use multiple revision lines for multiple funding sources
Revision of Stipend to Multiple Funding Sources, Different Begin and End Dates

- 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.

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 due to the time periods and 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.
**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. If a revision is made to one funding line, all other funding lines need to be reiterated, or else they will be dropped.

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

---

**Type of Action:** Top

<table>
<thead>
<tr>
<th>Type of Action: Top</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>New action, continuing student</td>
<td></td>
</tr>
</tbody>
</table>

**Current/Future Stipend Support:**

<table>
<thead>
<tr>
<th>Type of Action: Top</th>
<th>Student Payroll History</th>
<th>Personal Action Job History</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current stipend support is listed with "C" in Action. If new app, 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 "LX" 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.

<table>
<thead>
<tr>
<th>Line No.</th>
<th>Action</th>
<th>Begin Date</th>
<th>End Date</th>
<th># Months</th>
<th>$/Month</th>
<th>Total $ Per Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>06/01/2011</td>
<td>06/30/2012</td>
<td>11</td>
<td>1,454.55</td>
<td>16,000.00</td>
</tr>
<tr>
<td>2</td>
<td>R1</td>
<td>06/01/2013</td>
<td>06/30/2013</td>
<td>1</td>
<td>2,116.66</td>
<td>2,116.66</td>
</tr>
</tbody>
</table>

**Total Current Monthly Stipend:** $ 1,454.55

**Total New Monthly Stipend:** $ 1,454.55

---

**New end date is sooner than original end date.**
**One-time Pay (1X)**

*A stand-alone PA should be used for One-time payments. Do not add additional revisions or new actions to “1X” Pay.*

- There can be multiple “1X” Pays on the same PA
- Select **One-Time Pay** radio box and click **Add**
- Choose type of action: “1X”
- Click **Add**

---

<table>
<thead>
<tr>
<th>Type of Action:</th>
<th>Top</th>
</tr>
</thead>
<tbody>
<tr>
<td>New action, continuing student</td>
<td>Revision of prev. submitted stipend appnt.</td>
</tr>
<tr>
<td>Termination of Stipend</td>
<td>One-Time Pay</td>
</tr>
</tbody>
</table>

**Current/Future Stipend Support: Top**

- 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
- “1X” in the action box for one-time pay will appear

---

- 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 “1X” payment pay date
- In the Total $/for period enter **“1X” pay amount**
- Enter **fund number**
- Enter **organization code**
- Enter **account code**
- Enter **Title: Rice Fellow, Research Asst., Teaching Asst. or Enter Title**
- Click **Add**
- Enter remarks and complete the PA
Termination of Stipend

A stand-alone PA should be used for Termination of Stipend. Do not add additional revisions or new actions to Termination PA.

- 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, Internship, Other (explain in remarks)
- Click Add
- Enter remarks to explain termination, especially if the grad is not leaving Rice.
- No further action needed, the termination date terminates all future stipend Distributions
- Complete the PA

Note: If a grad’s stipend is being terminated but they need to be paid for a few days in a pay period, process a separate “1X” PA prior to the termination PA. Cross reference the Termination Grad PA number in the Remarks area.

Since the termination date must be the 15th or last day of the month, if a grad has a stipend to be paid on the 15th or last day of the month, it will still be paid. The Termination of Stipend will end all activity the next calendar day.

Recall a Stipend

NEW FEATURE! - May I introduce you to your new best friend! You now have the ability to recall a stipend if you need to make corrections. You no longer have to track down or email everyone/every department that may be an approver and request that they reject the stipend.

- Once you submit the PA to an approver, the PA appears in your Graduate Payroll Authorization Form list as usual
- Click the "Display PA" button of the PA
- Scroll to the bottom of the page on the PA and you will now see the "Return document to initiator" button
- Click the button and you will be asked to confirm that you want to return the document to the initiator, click "OK"
- The Status returns to "IN PROGRESS", allowing you to make corrections and then re-submit to an approver

HOWEVER, ONCE THE PA HAS BEEN APPROVED BY PAYROLL, YOU MUST SUBMIT A REVISION PA.
### Example of a PA

**Graduate Payroll Authorization Form - Mozilla Firefox**

**Date Prepared:** 02/29/2012

**Description:**
- Head
- Document #: OR00000172
- Status: IN PROGRESS

**Contact Info:**
- Department Contact Person: Wilkes, Cynthia
- Department initiating PA: Graduate Student Affairs
- Mail Stop: MS-13
- Graduate Student Advisor: Niederski, Nancy A.

**Student Info:**
- Last Name: Olivo
- First Name: Ann
- Middle Name:
- Gender: Female
- Student ID: 001208610
- Program: Linguistics
- Home Dept Dept #: 370000
- Start Term: Fall 07
- Home Department: Linguistics
- Inv PR Dept: Y

**Type of Action:**
- Revision of prev. submitted stipend app

**Current/Future Stipend Support:**
- Top: Student Payroll History

**Current Stipend support is listed with 'C' in Action. If new app, put 'N' in Action; if revision, put 'R' and the current line number is being revised (e.g., R1, R2).

**Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY or MM/DD/YY format.

**Line No.** | **Action** | **Begin date** | **End date** | **Months** | **$/Month** | **Total $ for period** | **Fund** | **Acct** | **Prg** | **Dept** | **R1 Name** | **Title** | **Job#** | **Services Rendered** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>05/01/2012</td>
<td>05/15/2012</td>
<td>15</td>
<td>159.65</td>
<td>2,394.65</td>
<td>00000172</td>
<td>200000</td>
<td>600020</td>
<td>200000</td>
<td>Rice Fellow</td>
<td>00</td>
<td>Rice Fellow</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>C</td>
<td>05/15/2012</td>
<td>05/15/2012</td>
<td>15</td>
<td>1,711.02</td>
<td>25,665.35</td>
<td>00000172</td>
<td>200000</td>
<td>600020</td>
<td>200000</td>
<td>Rice Fellow</td>
<td>00</td>
<td>Rice Fellow</td>
<td></td>
</tr>
</tbody>
</table>

**Reimbursement History for reallocation or revision:**
- Top:

**Remarks:**
- Explain the reason for the PA (always complete this area)
• **Electronic Approval** - Once the PA form is completed, route electronically for approvals.
  - **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
  - **Add Approver Button** – Once an approver is selected, click **Add Approver** to enter into the approval sequence
  - **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
  - After all approvers have approved the PA it will automatically forward to GPS, then Research Accounting, and then to Payroll

• **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 (not recommended). This button automatically defaults to “No”.

• **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. **NOTE: PA’s with a START or END Date past the PayRoll Deadline date on the "Graduate Student Payroll Authorization Deadlines" calendar will be REJECTED.**

**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.*
• 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 and ask that they move the PA back to your queue. Please copy blm2@rice.edu.

Finding Approvers

There is an on-line shared worksheet with approves/orgs. Please contact the Financial Aid & Systems Mgr of GPS for access to the shared spreadsheet or for questions.

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 rejected or returned for 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 will need to be re-approved by all starting from square one. The PA will have to go through the entire process again.*
**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

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

<table>
<thead>
<tr>
<th>Banner Document</th>
<th>Employee</th>
<th>Document Type</th>
<th>Initiator</th>
<th>Start Date</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Status</th>
<th>Current Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE0031180</td>
<td>Davis, Erik</td>
<td>Graduate Payroll Authorization Form</td>
<td>Louie, Sylvia</td>
<td>24-MAR-11</td>
<td>24-MAR-11</td>
<td>Davis</td>
<td>approved requested of FAYROLL on 24-MAR-2011</td>
<td>LUIRES</td>
</tr>
</tbody>
</table>
- **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]

![Approver’s Section]
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 initiators can make changes** on the PA. The PA will need to then 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, program codes, adequate funding in budget, etc. Add pertinent comments in text such as if a funding extension was requested, if the program code is incorrect, 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:

![Image of a form with fields for displaying PA details and options for approval or rejection]

**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:

- **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.
- 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.
- 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:

- When a grad PA or reallocation has been completed and posted in Banner during the previous week.
- 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 Processed and Archived PA

Graduate Student Payroll Authorization Print Form

Last Revised Date: 03/26/2012

Contact Information
Department Contact Person: [redacted]
Department Initiating PA: Civil and Environmental Engineering
Graduate Student Advisor: No Advisor Assigned

Student Information
Last Name: [redacted]  First Name: [redacted]  Middle Name:
Student ID: [redacted]  Gender: Female  Citizenship: Non-Citizen
Citizenship Country: [redacted]  Type of Visa: F1  Home dept org: 722000
First semester and year in program: Fall 2011  Home Department: Civil and Environmental Engineering
Degree program: PHD  Major: Civil Engineering
R&G Cert#: 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

<table>
<thead>
<tr>
<th>Line No</th>
<th>Action</th>
<th>Begin Date</th>
<th>End Date</th>
<th># months</th>
<th>Smooth</th>
<th>Total Period</th>
<th>Fund#</th>
<th>Org#</th>
<th>Account</th>
<th>Prog</th>
<th>Loc</th>
<th>Title</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>C</td>
<td>06/01/2011</td>
<td>05/15/2012</td>
<td>8.5</td>
<td>250.00</td>
<td>2,000.00</td>
<td>D73636</td>
<td>722000</td>
<td>40850</td>
<td>AID</td>
<td></td>
<td>Rice Fellow</td>
<td></td>
</tr>
</tbody>
</table>

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

Remarks:
Advisory: Rezaeh Shahnaver. Student is leaving to attend another university. Please terminate her stipend as of March 31, 2012 per Dr. Shahnaver.

Tuition Support

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Award Code</th>
<th>Award Description</th>
<th>Fall Amount</th>
<th>Spring Amount</th>
</tr>
</thead>
</table>

Approvals

<table>
<thead>
<tr>
<th>Approver Seq</th>
<th>Approver ID</th>
<th>Approver Name</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EJHJ</td>
<td>Jordan Eric</td>
<td>APPROVED</td>
<td>03/27/2012</td>
</tr>
<tr>
<td>2</td>
<td>CWILKES2</td>
<td>Wilkes, Cynthia (Approvals)</td>
<td>APPROVED</td>
<td>03/29/2012</td>
</tr>
<tr>
<td>3</td>
<td>JSMOLEN</td>
<td>Smolen, James Edward</td>
<td>APPROVED</td>
<td>03/29/2012</td>
</tr>
<tr>
<td>4</td>
<td>BRN2</td>
<td>Williams, Bridgette Renee</td>
<td>APPROVED</td>
<td>03/29/2012</td>
</tr>
</tbody>
</table>

Completed
I-9

The new I-9 regulations require section one of the I-9 form to be completed by the employee no later than the time of hire, which is actually the beginning of employment or the first day on the job. The I-9 requirements are established and enforced by the U.S. Citizenship and Immigration Services (USCIS), not Rice University. No work or services are to be performed before the I-9 is completed.

USCIS may impose fines up to $1000 per I-9 violation to employers. If departments permit students to start employment prior to the I-9 requirements being met, Payroll will fine departments $1,100 for each violation. Any fines will be charged to the home org as indicated on the hiring form.

As far as graduate students go, only students providing services to the university (Research Assistants and Teaching Assistants) must complete I-9s before they can be paid. Stipends paid by a Fellowship do not need to submit an I-9 form.

ALL students I-9’s must be processed by Payroll

STIPENDS AND I-9s:

• Watch students changing from a fellowship to an RA or TA, these students will require an I-9 before you can process their PAs.

• An I-9 must be processed prior to the start of the new appointment as RA or TA.

• Grad PAs cannot be processed if there is not a valid I-9 on file.

• International students should go directly to Payroll or campus location with the following to process their I-9 forms by a Payroll staff member.
  o I-9 form
  o Passport
  o I-94 printout (they can log on and print this from cbp.gov)
  o I-20

• Domestic students should go directly to Payroll or campus location with the following to process their I-9 forms by a Payroll staff member (this is a change from previous years)*
  o I-9 form
  o Acceptable Documents

• I-9 Expires before Pay Period Ends
  o If a grad’s I-9 end date falls BEFORE the end of the payroll period please submit a 1X Pay. The best practice, per Payroll, would be to end the pay during the pay period
prior to the expiration of the I-9. The 1X pay would also be prorated in the prior pay period.

- Please keep in mind that the student cannot work or be paid for any days after the expiration of the I-9.

- The student should not continue to work until their I-9 has been reinstated. If Payroll were audited, it would still be considered an I-9 violation and Rice would be fined.

**I-9 BEST PRACTICE:**

**STUDENT:** Ultimately, it is the student’s responsibility to be mindful of the expiration date of their documents that would cause the expiration of the I-9 they have on file with Rice. The I-9 is the form that Rice must keep on file as proof that the student has the authorization to work in the United States. This applies to Domestic and International students. The students will need to acquire the appropriate paperwork to renew or acquire an extension for the required documents from the appropriate issuing authority. There is an automatic extension on some documentation providing that the student has received the paperwork showing that they have a receipt that they have renewed their Employment Authorization Documents. Time frame of renewals depend on the Issuing Authority. The student must bring all currently valid documentation required to the payroll office to complete a new I-9 with Rice University. This will update our system so that the Grad PA’s will work properly.

**COORDINATOR:** The “Graduate Stipend Download” in Edgar has the I-9 Expiration Dates (Hr/Payroll / PR Downloads / Graduate Stipend Download).

Allow ample time for any expired documents that may require a lengthy renewal process.

**Q&A**

**Question:** What if I miss the pay period submission deadline?
**Answer:** Termination PA not processed for upcoming pay period
- Send an email to payroll requesting the check(s) be voided, stipend be discontinued.
- Process a Termination PA for the next available end date. In the Remarks area note when the termination date takes into effect.

**Missed Submitting PA**
- Email payroll@rice.edu and cc: the Financial Aid & Systems Mgr of GPS of the situation.
- Checks are no longer cut
Question: How can I change an account code to TA (60860) from a fund number that is pre-populated on the PA with the wrong program code.

Answer: Check with RCA to see if there are any restrictions on changing the fund code and program code combination. If services are required with account code 60860 the field may need to be “Y”. The Cashier’s office can update the field or Payroll may need to do this manually.

Question: How can I create a grad PA of an incoming grad that is currently working as a Rice Work Student or staff employee?

Answer: Please ask incoming grads from Rice if they are employed as a Rice Work Student or Staff. If so, please ask the incoming grad:

1) department they are employed
2) termination date
3) Employee or Student ID number

Email the Financial Aid and Systems Manager in GPS of the grad status. A Grad PA cannot be processed until the student/Staff has been terminated from their last position (last pay date).