Accounting Applications and Systems
Graduate Student Support 2015-16
Workshop Series

September 2 and 10, 2015
Today’s agenda

• **Introductions**
  - Graduate Studies
  - Other Departments involved in Student Support
  - 2015-16 Tuition & Fee levels

• **Online Applications and Systems**
  - How to Pay a Fellowship
  - Banner
  - GradTrack
  - Web Reports

• **Grad Studies Website**
• **Miscellaneous Topics**
• **Questions?**
Future Workshops

1. **Accounting Applications & Systems** - now
2. **Fellowship Allocation Programs**: GPFA, Supplemental NRST, MA NRST, and DGSA – fall quarter
3. **Internal Fellowship Competition Process** – fall quarter
4. **Miscellaneous Fellowship Programs**: Summer GSR, Travel, Post-candidacy NRST, Matching Commitments, Student Eligibility Exception Process, Provost’s Fellowships, Child Care, Dean Witter, Undocumented students, etc. – fall quarter
5. **GARD System Fellowship Process Training** – fall quarter
6. **Offer Letter Best Practices** – winter quarter
7. **External Fellowships** – winter quarter
Graduate Student Financial Support

- **Responsibilities**
  - Assist with the entire fellowship process from:
    - Finding & applying for fellowships
    - Post award administration
  - We oversee the process of awarding fellowships
  - Provides training & support for the program staff

- **Student Support team**
  - Steven Albrecht – Director
  - Lisa Finnegan – Graduate Student Support Specialist
  - Ruth Lee - Internal Fellowship Adviser
  - Deborah McCook - External Fellowship Adviser for Post-docs and graduate students in programs under the CA&ES Dean’s Office
  - Kristin Provost – External Fellowship Adviser for all graduate students in programs not under the CA&ES Dean’s Office
Other UCD departments

• **Your Graduate Program**
  • Your Graduate Program Academic Advisors and Program Coordinators should be your first contact point for any funding questions you may have.

• **Graduate & Undergraduate Departments**
  • Are responsible for hiring you for all academic appointments and processing all of the associated payroll paperwork (including payroll direct deposit).

• **Student Accounting**
  • Collects your payments and disburse your stipends and refunds that are paid through Banner (fellowship stipends for non-US Citizens paid via payroll).
  • Located in Dutton Hall, 2nd floor.
  • [http://studentaccounting.ucdavis.edu](http://studentaccounting.ucdavis.edu)
Other important UCD departments

- **Payroll Department:**
  Students with academic appointments (job) or international students receiving a fellowship stipend; your paycheck or stipend is processed through the payroll department. If you have direct deposit, your check or notice is delivered to your home department.

- **The Financial Aid Office:**
  Responsible for administering and processing your financial aid including loans and work study employment - located in Dutton Hall, first floor.

- **The Registrar’s Office:**
  CA Residency for Tuition Purposes
  Class Schedule and Registration Guide

- **Services for International Students and Scholars:**
  - A major role for SISS is to assist international students, scholars and UC Davis departments with visa and immigration issues. SISS also provides orientation, assistance, information, and referral to international students regarding financial, personal, cultural, and academic concerns.
  - [http://siss.ucdavis.edu](http://siss.ucdavis.edu)
CA Residency for Tuition Purposes

- **The Registrar’s Office:**
  - CA Residency for Tuition Purposes

- Resident or Nonresident, all incoming students must complete a Statement of Legal Residence (SLR) so that a residence determination can be made.
  - Statements of Legal Residence (SLR) are submitted by new students after acceptance of an offer of admission.
  - If a student does not complete the SLR or submit the necessary documents, the student will be classified as a Nonresident and will be assessed Nonresident Supplemental Tuition.

- Petition for Classification to Resident
  - Petitions for Classification are filed online and are used by continuing UC Davis Students classified as Nonresident in a prior quarter who are seeking Resident classification.
    - Status of petition can be checked online.
  - Filing Period to be classified as a resident for fall quarter is June 1st through the First Day of Instruction for the applicable quarter.
    - Do not wait until September! NRST for the fall quarter will be charged if the student enrolls prior to an approved petition – which could impact their summer funding.
Graduate Student Tuition & Fees 2015-16

2015-16 Graduate CA resident Tuition & Fees
• Total = $17,118.29
• We have held graduate Tuition ($11,220) level and implemented only a 5% increase to the Student Services Fee ($972 to $1,020) since 2011-12

2015-16 Graduate Nonresident Tuition & Fees
• $17,118.29 Tuition & Fees
• $15,102.00 Nonresident Supplemental Tuition (NRST)
• We have not increased graduate NRST since 2004-05
• Total = $32,220.29

• Student Fee and Tuition Overviews – Descriptions and Uses:
Calendar

- Published due date for fall 2015-16 fees is September 15th
- For Graduate Students: If your account balance is not paid by the 8th week of the quarter (November 12th):
  - $110 late fee will be charged
  - You will be dropped from winter classes
  - Or, if you haven’t registered, a hold will be placed on winter enrollment
- http://registrar.ucdavis.edu/tuition/non-payment.cfm
- http://registrar.ucdavis.edu/calendar/fees.cfm
2015-16 Graduate Student Fees, not full-time enrollment

PELP: $70.00

Withdrawal from the university through the Planned Educational Leave Program (PELP) is available to graduate students who need to take a leave from their academic program for various reasons, including health-related issues, family crises, or to clarify educational goals. Charged to your student account. **WARNING:** If you withdraw or break registration without filing for PELP you are not guaranteed readmission.

Filling Fee Status: $162.00

The Filing Fee program was established expressly to assist those students who have completed all requirements for degrees except filing theses and dissertations and/or taking final examinations and are no longer using university facilities. [http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/gs305-filing-fee-app.pdf](http://gradstudies.ucdavis.edu/sites/default/files/upload/files/current-students/gs305-filing-fee-app.pdf) The Filing Fee is a reduced fee, paid in lieu of registration fees. It is assessed only once. You are no longer considered a full-time registered student by the university and are not entitled to the same benefits and privileges as a registered student. Not charged to your student account, pay the Filing Fee at the Cashier's Office: [http://cashier.ucdavis.edu/student/svcsfees.cfm](http://cashier.ucdavis.edu/student/svcsfees.cfm).

In Absentia Registration: $1,930 per academic quarter (15% of Tuition & the Student Services Fee plus Health Insurance) Nonresident Alien students must also pay NRST ($5,034), if applicable.

Available to regularly enrolled and registered students who have an academic need to conduct research or study outside of California for at least one full academic term. Promotes continuous enrollment of graduate and professional degree students by providing an appropriate enrollment incentive. Charged to your student account. [http://gradstudies.ucdavis.edu/current-students/admissions-academic-services/absentia-faq](http://gradstudies.ucdavis.edu/current-students/admissions-academic-services/absentia-faq)
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  • How to Pay a Fellowship
  • Banner
  • GradTrack$ Web Reports

• Grad Studies Website

• Miscellaneous Topics

• Questions?
Online Financial Applications and Systems

UC Davis has three separate accounting systems. Each of these three financial systems is used to deliver student support to academic graduate students.

- **Kuali Financial System (KFS)**
  - System of record for income and expense

- **Banner** Student Information System (SIS)
  - System of record for student accounts
  - Used to pay student fellowships
  - Contains the transaction detail and feeds expense data to KFS

- **Payroll System (PPS)**
  - Used to pay academic employees
  - Contains the transaction detail and feeds expense data to KFS
Online Financial Applications and Systems

Reporting Tools

- Kuali Financial System (**KFS**)
  - DaFIS Decision Support (DaFIS DS)
- **Banner** Student Information System (SIS)
  - SIS Student Data Reporting
  - SIS DS
- Payroll System (**PPS**)
  - PPS DS
  - KFS Labor Ledger
# Distribution of Graduate Student Support

**Table 1:** The number of students who received differing types of financial support during academic year 2011-12:

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students with only fellowship support</td>
<td>664</td>
<td>13.42%</td>
</tr>
<tr>
<td>Number of students with only loans</td>
<td>83</td>
<td>1.68%</td>
</tr>
<tr>
<td>Number of students with only an academic appointment (GSR/TA/Al/Reader)</td>
<td>1,115</td>
<td>22.54%</td>
</tr>
<tr>
<td>Number of students who received no financial support processed via UC Davis</td>
<td>580</td>
<td>11.73%</td>
</tr>
<tr>
<td>Number of students who received mixed support during the academic year (any combination of loan, fellowship, and/or academic appointment)</td>
<td>2,593</td>
<td>52.43%</td>
</tr>
<tr>
<td>Number of students who received all three types of student support during the academic year (loan, academic appointment, and fellowship)</td>
<td>508</td>
<td>10.27%</td>
</tr>
<tr>
<td>Number of students who received a loan</td>
<td>1,061</td>
<td>21.45%</td>
</tr>
<tr>
<td>Number of students who received a fellowship</td>
<td>3,113</td>
<td>62.94%</td>
</tr>
<tr>
<td>Number of students with any academic appointment (GSR/TA/Reader/Al)</td>
<td>3,293</td>
<td>66.58%</td>
</tr>
<tr>
<td>Total number of students with financial activity (charges and/or payments) in 2011-12</td>
<td>4,946</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
Review Types of Funding

The most common types of payment transactions are:

1. **Academic employment salary**
   a. Paid via the Payroll System (not visible in MyBill or SISWEB)

2. **Academic employment remission**
   a. Paid via banner (visible in MyBill & SISWEB)

3. **Stipend fellowships**
   a. Paid via banner for US Citizens (visible in MyBill & SISWEB, no withholding tax)
   b. Paid via Payroll for Nonresident Aliens (not visible in MyBill or SISWEB, with withholding tax deducted)

4. **Tuition & Fee and NRST fellowships**
   a. Paid via banner (visible in MyBill & SISWEB)

5. **Educational loans**
   a. Paid via banner (visible in MyBill & SISWEB)

6. **Travel Expenses**: Reimbursement of authorized Travel Expenses processed via the MyTravel System (not visible via MyBill or SISWEB)

7. **Supplies & Equipment**: Reimbursement of authorized Supplies & Equipment purchases processed via the Kuali Financial System (KFS) (not visible via MyBill or SISWEB)
Today’s agenda

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- Online Applications and Systems
  - How to Pay a Fellowship
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- Grad Studies Website
- Miscellaneous Topics
- Questions?
## Fellowships - Guidelines for Payment

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Circulate Award Notice to all parties (Student, Student’s Major Professor, Graduate Program Coordinator, and Office of Graduate Studies)</td>
<td>Awarding Agency (then Student, or Grad Program, or OGS)</td>
</tr>
<tr>
<td>2</td>
<td>Prepare Grant Transaction Form (OGS-GTF) and send to Extramural Accounting</td>
<td>Office of Graduate Studies</td>
</tr>
<tr>
<td>3</td>
<td>Initiate OP Fund number and report to Graduate Program</td>
<td>Extramural Accounting</td>
</tr>
<tr>
<td>4</td>
<td>Initiate Account(s) (FINA and/or ORES) via KFS</td>
<td>Graduate Program</td>
</tr>
<tr>
<td>5</td>
<td>Complete Banner Fund Code Request form for the FINA account and send form to the Office of Graduate Studies</td>
<td>Graduate Program</td>
</tr>
<tr>
<td>6</td>
<td>Initiate Banner Fund Code and report to Graduate Program</td>
<td>Office of Graduate Studies</td>
</tr>
<tr>
<td>7</td>
<td>Key stipend, fee, and/or NRST in Banner (Grad Track$)</td>
<td>Graduate Program</td>
</tr>
<tr>
<td>8</td>
<td>Send funds to UC Davis</td>
<td>External Agency</td>
</tr>
<tr>
<td>9</td>
<td>Budget stipend/fee/NRST funds (to FINA account) and/or research/travel funds (to ORES account) in KFS</td>
<td>Extramural Accounting</td>
</tr>
<tr>
<td>10</td>
<td>Process research and/or travel expenses to ORES account</td>
<td>Student and Graduate Program</td>
</tr>
</tbody>
</table>
Fellowship payment with Departmental Funds

- **Grad Studies Banner Fund Code Request Form**
  - Account must have Higher Ed Function Code of “FINA”
  - Transfer funds, via KFS BA, to FINA account
  - OGS will enter allocation into Grad Track$ and program staff will enter awards

- **Grad Studies Fellowship Payment Request Form**
  - Intended for staff who do not have Grad Track$ access

- **How To Pay a Fellowship:**
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Online Financial Applications and Systems

**Banner**

- The BANNER Student Information System is a computerized database of UC Davis student information organized into several modules, including Admissions, Registration, Billing/Accounts Receivable, Financial Aid, and Graduate Student Data.
- Feeds SISWEB & MyBill for students
- System of record for student accounts
- Used to pay student fellowships
- Contains the transaction detail and feeds expense data to KFS
# Common Banner Objects

<table>
<thead>
<tr>
<th>Banner Object</th>
<th>Functional Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOAIDEN</td>
<td>Person Search</td>
</tr>
<tr>
<td>ZPAPERQ</td>
<td>Student Information</td>
</tr>
<tr>
<td>TSAAREV</td>
<td>Student Account Transaction Detail</td>
</tr>
<tr>
<td>YPAGWRD</td>
<td>Award Entry Form</td>
</tr>
<tr>
<td>RPAAWRD</td>
<td>Check FAFSA</td>
</tr>
<tr>
<td>ROAENRL</td>
<td>Enrollment Units</td>
</tr>
<tr>
<td>ZHASTDX</td>
<td>Major, PELP, Degree Status (see time limit tab)</td>
</tr>
<tr>
<td>SHADEGR</td>
<td>Degree and Degree Status (Adv to Candidacy Date)</td>
</tr>
<tr>
<td>SHATERM</td>
<td>Grades</td>
</tr>
<tr>
<td>ZFAREGS</td>
<td>Class Schedule and Course Registration</td>
</tr>
<tr>
<td>ZHARQTC</td>
<td>Unofficial Transcript</td>
</tr>
<tr>
<td>YTVGMJIR</td>
<td>Major Code List</td>
</tr>
<tr>
<td>SAAADMS</td>
<td>Admission Decision</td>
</tr>
<tr>
<td>ZHAPELP</td>
<td>PELP Status</td>
</tr>
<tr>
<td>GOAINTL</td>
<td>International Information</td>
</tr>
<tr>
<td>SHAQPNO</td>
<td>Dissertation Title</td>
</tr>
</tbody>
</table>

[https://sis.ucdavis.edu/secure/search/](https://sis.ucdavis.edu/secure/search/)
Banner

• Stipends
  • Awarded every quarter as One-time or Monthly
  • First fall quarter payment is Nov 1st
  • US Citizens & Permanent Residents paid via Banner.
    • Disbursements post to student accounts on Mon, Wed, & Fri.
      • Direct Deposit (post to student’s bank account three business days after posting to UC Davis student account)
      • Paper check from Student Accounting (pick up paper checks in Dutton Hall)
    • No same-day or next-day checks possible
    • Monday -> Check usually available for pickup Wednesday after 2:00pm (sometimes Thursday a.m.)
    • Wednesday -> Check available for pickup Friday after 2:00pm
    • Friday -> Check available for pickup Tuesday after 2:00 pm
    • No tax withholding
    • Outstanding student balance deducted from payment
Enter stipend awards by term (quarter) using YPAGWRD, stipends disburse monthly or one-time

$1,500 stipend entered monthly (M) in GT$ for 201601 disburses as $500 on Feb 01st, March 01st, and April 01st

Actual 2015-16 Disbursement Dates

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Term</th>
<th>Year</th>
<th>Month</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>201508</td>
<td>2015</td>
<td>JUL</td>
<td>23</td>
</tr>
<tr>
<td>Summer</td>
<td>201508</td>
<td>2015</td>
<td>AUG</td>
<td>25</td>
</tr>
<tr>
<td>Summer</td>
<td>201508</td>
<td>2015</td>
<td>SEP</td>
<td>25</td>
</tr>
<tr>
<td>Fall</td>
<td>201510</td>
<td>2015</td>
<td>OCT</td>
<td>23</td>
</tr>
<tr>
<td>Fall</td>
<td>201510</td>
<td>2015</td>
<td>NOV</td>
<td>19</td>
</tr>
<tr>
<td>Fall</td>
<td>201510</td>
<td>2015</td>
<td>DEC</td>
<td>17</td>
</tr>
<tr>
<td>Winter</td>
<td>201601</td>
<td>2016</td>
<td>JAN</td>
<td>21</td>
</tr>
<tr>
<td>Winter</td>
<td>201601</td>
<td>2016</td>
<td>FEB</td>
<td>23</td>
</tr>
<tr>
<td>Winter</td>
<td>201601</td>
<td>2016</td>
<td>MAR</td>
<td>24</td>
</tr>
<tr>
<td>Spring</td>
<td>201603</td>
<td>2016</td>
<td>APR</td>
<td>22</td>
</tr>
<tr>
<td>Spring</td>
<td>201603</td>
<td>2016</td>
<td>MAY</td>
<td>20</td>
</tr>
<tr>
<td>Spring</td>
<td>201603</td>
<td>2016</td>
<td>JUN</td>
<td>17</td>
</tr>
</tbody>
</table>
Banner

- **Fall Fellowship Timing**
  - September 14th = this is the date that entered Tuition & Fee fellowships and NRST fellowships will post to student accounts
  - October 23rd = this is the disbursement date for the first fall banner stipend fellowship payment
  - November 12th = this is the fee payment deadline for academic graduate students. If they have an outstanding balance, they are charged a $110 late fee and their winter enrollment is either dropped or blocked. FYI, fall term enrollment is never impacted for this population

- Fall Tuition & Fee fellowships and NRST fellowships need to be entered **before** Oct 23rd, or the students’ November 1st stipends will not pay out on time
Banner and PPS

• International Student Stipends
  • Enter award in Banner and then Grad Studies (Tracey Pereida) will send payroll instructions to appropriate departmental contact
  • Disbursed via PPS according to monthly payroll calendar
    • Payments disburse the 1st of every month
    • Must enter in GT$ by the 15th of the month
    • If monthly deadline missed, program payroll staff can go to biweekly schedule or emergency check
  • Usually tax withholding
  • Changes to stipend awards in GT$ must also be changed in PPS
  • Network with your payroll staff!
Banner

- International Student Stipends
  - Identify by “P” fund codes: FxxxP on YPAGWRD
Banner Payroll Stipends

- International Student Stipends
  - Identify by “P-Code Report” on GT$ web query
# Banner

- **International Student Stipends**
- **Citizen Type & Visa on ZPAPERQ**

<table>
<thead>
<tr>
<th>ID:</th>
<th></th>
</tr>
</thead>
</table>

### Address Information

<table>
<thead>
<tr>
<th>Type</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Person

- **Sex:** [ ] SAA [ ] DRC
- **Birth Date:**

### Ethnic Code

- [ ]

### Citizen Type

- [ ] NonImmigrant-Visa Required

### General Student

- **Term:** 200801
- **Status:** AS
- **Level:** GR
- **Type:** C
- **Degree:** PHD
- **College:** GS
- **Major:**
  - Admit: G6
  - Re: N
  - Admit Term: 200510
  - Activity Date: 15-OCT-2007

### Visa

- [ ] F1

### Emergency Contact

- **Priority:**
  - Confid: [ ]
  - Rel: [ ]

- **Contact:**
  - 
  - 
  - 

[UC Davis Office of Graduate Studies]

[Person Query Form ZPAPERQ 7.0 (prod)]
Graduate Student Fellowship Stipend Process

Program enters all stipend fellowships into Grad Track.

Is the student a US Citizen or Permanent Resident?

Yes → Disbursement paid to student via Banner (Mon/Wed/Fri)

No → OGS will email PPS instructions to program

Program enters stipend into PPS (title code 9995) → Disbursement paid to student via PPS (monthly compute)

$$ amounts in both systems should always equal!
Banner

• **Tuition & Fee Fellowships**
  • Full or partial
  • Fee due dates: http://registrar.ucdavis.edu/calendar/index.cfm
  • Disbursement Dates (Sept 14th, Dec 25th, & Mar 18th)
  • UC SHIP – If the student opts out of UC SHIP, unused fee awards cannot generate a refund to the student
    • We will notify you of over-awards and ask you to correct

• **Nonresident Supplemental Tuition Fellowships**
  • Full or partial
  • Zero for three calendar years after advancement to candidacy. The fourth and fifth years, after advancement to candidacy, paid by Post-candidacy NRST Fellowship program.
Banner

- **Tuition & Fee Fellowships**
  - Tuition & Fee fellowships may include only those University and campus fees that are required of all students ([http://budget.ucdavis.edu/studentfees](http://budget.ucdavis.edu/studentfees)).
  - Miscellaneous fees such as those for PELP, Filing Fee, advancement to candidacy, course materials, SISS services fee, *the new $150 Office of the University Registrar Document Fee*, library charges, health center charges, etc. may not be paid on behalf of students by directly charging them to GPFA funds. Those fees are wholly the responsibility of the student. Furthermore, there is no accounting mechanism to charge those costs to GPFA accounts as fee awards. In theory, programs could award small (taxable) stipends to students to cover those fees. However, considering the workload and transaction costs, Graduate Studies will not process small miscellaneous stipends (generally not less than $500).
Graduate Student Fees 2015-16

<table>
<thead>
<tr>
<th>Graduate Student Fees</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSA Fee</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Memorial Union Fee</td>
<td>$28.50</td>
<td>$28.50</td>
<td>$28.50</td>
<td>$85.50</td>
</tr>
<tr>
<td>Facilities and Campus Enhancements Fee</td>
<td>$137.40</td>
<td>$137.39</td>
<td>$137.39</td>
<td>$412.18</td>
</tr>
<tr>
<td>Campus Expansion Initiative</td>
<td>$64.21</td>
<td>$64.20</td>
<td>$64.20</td>
<td>$192.61</td>
</tr>
<tr>
<td>Student Facilities Safety Fee</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Student Services Health Fee</td>
<td>$44.00</td>
<td>$44.00</td>
<td>$44.00</td>
<td>$132.00</td>
</tr>
<tr>
<td>Health Insurance (UC SHIP)</td>
<td>$1,318.00</td>
<td>$1,318.00</td>
<td>$1,318.00</td>
<td>$3,954.00</td>
</tr>
<tr>
<td>Student Services Fee (formerly Registration Fee)</td>
<td>$340.00</td>
<td>$340.00</td>
<td>$340.00</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Tuition (formerly Educational Fee)</td>
<td>$3,740.00</td>
<td>$3,740.00</td>
<td>$3,740.00</td>
<td>$11,220.00</td>
</tr>
<tr>
<td><strong>Subtotal - Graduate fees 2015-16</strong></td>
<td><strong>$5,706.11</strong></td>
<td><strong>$5,706.09</strong></td>
<td><strong>$5,706.09</strong></td>
<td><strong>$17,118.29</strong></td>
</tr>
<tr>
<td>Nonresident Supplemental Tuition</td>
<td>$5,034.00</td>
<td>$5,034.00</td>
<td>$5,034.00</td>
<td>$15,102.00</td>
</tr>
<tr>
<td><strong>Total - Nonresidents 2015-16</strong></td>
<td><strong>$10,740.11</strong></td>
<td><strong>$10,740.09</strong></td>
<td><strong>$10,740.09</strong></td>
<td><strong>$32,220.29</strong></td>
</tr>
</tbody>
</table>
Fellowships and Academic Appointments

- Academic Appointments
  - Tuition & Fee and NRST Remissions
    - Benefit of employment if FTE is 25% or more
    - Remission takes precedence over Graduate Program fellowship
      - If fellowship blocking remission, we will notify you to remove the award
  - Amounts per title code vary:
    - [http://studentaccounting.ucdavis.edu/feeremissions.cfm](http://studentaccounting.ucdavis.edu/feeremissions.cfm)
    - GSR: full fee and nonresident supplemental tuition remission (NRSTR)
    - TA: partial fee remission and $136 NRSTR
      - Student responsible for $264.11 in fees per quarter in 2015-16
      - You may pay the full NRST and the $264.11 with your GPFA
  - NRSTR diversion exceptions based on salary fund source:
    - [http://www.gradstudies.ucdavis.edu/facstaff/nrt_exception.html](http://www.gradstudies.ucdavis.edu/facstaff/nrt_exception.html)
# Tuition & Fee Remission Summary


## Remission for CA residents 2015-16:

<table>
<thead>
<tr>
<th>GSR:</th>
<th>Quarter</th>
<th>Tuition &amp; Fees</th>
<th>Health</th>
<th>Amount Student Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSR:</td>
<td>Fall, Winter &amp; Spring:</td>
<td>$4,344.11 (f) or $4,344.09 (w &amp; s)</td>
<td>+</td>
<td>$1,362.00</td>
</tr>
<tr>
<td>TA:</td>
<td>Fall, Winter, &amp; Spring:</td>
<td>$4,080.00</td>
<td>+</td>
<td>$1,362.00</td>
</tr>
</tbody>
</table>

## Remission for non-residents 2015-16:

<table>
<thead>
<tr>
<th>GSR:</th>
<th>Quarter</th>
<th>Tuition &amp; Fees</th>
<th>Health</th>
<th>NRST</th>
<th>Amount Student Pays</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSR:</td>
<td>Fall, Winter &amp; Spring:</td>
<td>$4,344.11 (f) or $4,344.09 (w &amp; s)</td>
<td>+</td>
<td>$1,362.00</td>
<td>$5,034.00</td>
</tr>
<tr>
<td>TA:</td>
<td>Fall, Winter, &amp; Spring:</td>
<td>$4,080.00</td>
<td>+</td>
<td>$1,362.00</td>
<td>$136.00</td>
</tr>
</tbody>
</table>
## 2015-16 Graduate Student Fees not covered by TA remission

<table>
<thead>
<tr>
<th>Graduate Student Fees</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSA Fee</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Memorial Union Fee</td>
<td>$28.50</td>
<td>$28.50</td>
<td>$28.50</td>
<td>$85.50</td>
</tr>
<tr>
<td>Facilities and Campus Enhancements Fee</td>
<td>$137.40</td>
<td>$137.39</td>
<td>$137.39</td>
<td>$412.18</td>
</tr>
<tr>
<td>Campus Expansion Initiative</td>
<td>$64.21</td>
<td>$64.20</td>
<td>$64.20</td>
<td>$192.61</td>
</tr>
<tr>
<td>Student Facilities Safety Fee</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$22.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Student Services Health Fee</td>
<td>$44.00</td>
<td>$44.00</td>
<td>$44.00</td>
<td>$132.00</td>
</tr>
<tr>
<td>Health Insurance (UC SHIP)</td>
<td>$1,318.00</td>
<td>$1,318.00</td>
<td>$1,318.00</td>
<td>$3,954.00</td>
</tr>
<tr>
<td>Student Services Fee (formerly Registration Fee)</td>
<td>$340.00</td>
<td>$340.00</td>
<td>$340.00</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Tuition (formerly Educational Fee)</td>
<td>$3,740.00</td>
<td>$3,740.00</td>
<td>$3,740.00</td>
<td>$11,220.00</td>
</tr>
<tr>
<td><strong>Subtotal - Graduate fees 2015-16</strong></td>
<td><strong>$5,706.11</strong></td>
<td><strong>$5,706.09</strong></td>
<td><strong>$5,706.09</strong></td>
<td><strong>$17,118.29</strong></td>
</tr>
<tr>
<td>Nonresident Supplemental Tuition</td>
<td>$5,034.00</td>
<td>$5,034.00</td>
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</tr>
<tr>
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<td><strong>$10,740.09</strong></td>
<td><strong>$32,220.29</strong></td>
</tr>
</tbody>
</table>
Tuition & Fee Remission Example

Spring Tuition & Fee charges = $5,367.53

Spring GSR remission = $5,367.53
Can you combine Academic Appointments and Fellowships?

- Administratively, it is very difficult to combine a fellowship and academic appointment in the same quarter. Here are the main options:
  - 25% FTE or above GSR and a small fellowship stipend
  - 25% FTE or above TA and a partial NRST fellowship ($4,898)
  - Fellowship stipend, Tuition & Fee fellowship, NRST fellowship and low % FTE GSR (<25%) to supplement the fellowship
  - If an non-US student comes with a foreign government sponsorship, Student Accounting will occasionally use those funds as first source of payment for Tuition & Fees and NRST, even if the student is employed. This is very rare.

- If programs want to cost share between fellowship funds and academic appointments, we encourage them to alternate quarters, e.g. fall GSR appointment that covers all costs and a winter fellowship that covers all costs.
Today’s agenda

• Introductions
  • Graduate Studies
  • Other Departments involved in Student Support
  • 2015-16 Tuition & Fee levels
• Online Applications and Systems
  • How to Pay a Fellowship
  • Banner
  • GradTrack\$ Web Reports
• Grad Studies Website
• Miscellaneous Topics
• Questions?
Graduate Student Support Allocation Information/Tools

- Allocation emails/letters
  - Grad Program Fellowship Allocations from OGS in January (activated in GT$ in July)
  - DGSA from Dean’s Offices in February (activated in GT$ in July)
  - Work Study unit allocations in April
- Summary worksheets emailed by OGS
  - Final Balances from previous academic year and Beginning Balances for current academic year
  - Includes Grad Program Fellowship, DGSA, and carry-forward
- Grad Track$ Web Reporting Tool (http://gradstudies.ucdavis.edu/faculty-staff/student-financial-support/online-applications-systems)
  - Account summary and award detail available 24/7
  - Official system for establishing annual (current) student support budget
  - Official system to monitor and evaluate student support financial transactions
- Nonresident Supplemental Tuition Diversion Forms
  - Programs must manually deduct NRSTR diversions from allocation balances
  - Grad Studies deducts from GradTrack$ web report balances quarterly
**GradTrack**$ Web Reports

- **Web Reporting Tool**
  - [https://apps.gradstudies.ucdavis.edu/gradtracks/](https://apps.gradstudies.ucdavis.edu/gradtracks/)
  - Use to monitor account balances
    - Does not include NRSTR diversion expenses!
  - Look up accounts to see if a fund code request is necessary
  - Zero small balances before June 1<sup>st</sup>

<table>
<thead>
<tr>
<th>Major</th>
<th>Aid Year</th>
<th>Account Number</th>
<th>Amount Allocated</th>
<th>Amount Awarded</th>
<th>Amount Pending</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMAJ</td>
<td>'1415'</td>
<td>3 5020095</td>
<td>$49,829.00</td>
<td>$50,000.00</td>
<td>$0</td>
<td>($171)</td>
</tr>
<tr>
<td>GMAJ</td>
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<td>3 79DGSUP</td>
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<td>$1,297.75</td>
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<tr>
<td>GMAJ</td>
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<td>3 DGS1213</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>GMAJ</td>
<td>'1415'</td>
<td>3 DGS8900</td>
<td>$44,888.00</td>
<td>$45,000.00</td>
<td>$0</td>
<td>($112)</td>
</tr>
<tr>
<td>GMAJ</td>
<td>'1415'</td>
<td>3 7920095</td>
<td>$32,679.19</td>
<td>$33,233.29</td>
<td>$0</td>
<td>($554.10)</td>
</tr>
</tbody>
</table>

| Total |          |               | $163,693.94      | $163,233.29    | $0             | $460.65          |
Today’s agenda

• Introductions
  • Graduate Studies
  • Other Departments involved in Student Support
  • 2015-16 Tuition & Fee levels

• Online Applications and Systems
  • How to Pay a Fellowship
  • Banner
  • GradTrack

• Grad Studies Website
  • GradHub

• Miscellaneous Topics
• Questions?
Graduate Studies Website

• Faculty & Staff
  • Forms
  • Student Financial Support
  • Academic Personnel

• Current Students
  • Financial Support
  • Employment
  • External Fellowship Resources

• GradHub
  • New Financial Information
Miscellaneous Information

- GARD
- Taxes for students
- Financial Need
- External Fellowship Resources
- Student Financial support tools
- Where is my money?
- Questions?
GARD

• Fellowship process highlights
  • Manage Users
    • Faculty reviewer access
  • Audit and nomination
    • Letters of reference and transcripts
    • Consider Applicant
    • Nominate Functionality – “Add a Fellowship” link
      • Graduate Scholars Fellowship (PhD & MFA Only)
  • GRE score verification
    • One official or one verified required
    • Verify Fellowship GPA (see calculator)
• Overall Ranking
• Final Submission
Tax

- **Forms:**
  - 1098-T
    - "Tuition Payments Statement"
    - sent to Resident Aliens, for Tax Purposes, and U.S. Citizens
    - Copies from ACS, at 1-877-467-3821 or www.1098-t.com
  - W-2
    - W-2's are issued to everyone who worked and were paid by an employer during the previous calendar year unless all wages were exempt under a tax treaty
  - 1042-S
    - 1042S's are issued to anyone who received a nonqualified scholarship or tax treaty benefit (which means some or all of your previous year's salary was exempt from Federal Taxes) during the previous year

- See IRS Publication 970 (Tax Benefits for Education), IRS website at: http://www.irs.gov/formspubs/lists/0,,id=97819,00.html

- SISS for international students
  - Comprehensive information on their website
Over Awards

- Only applicable if you have need-based aid (e.g. loans)

- Every student’s financial situation is unique

- If you are paid a loan and then later receive additional financial support (TA, GSR, Fellowship), you may be required to immediately repay some of the loan

- To minimize the impact of this situation, report all TA and GSR appointments, departmental fellowships, grants, and external funding to the Financial Aid Office as soon as you confirm the amount you will receive
Banner

- Financial Need - RPAAWRD
Student Financial Applications and Systems

- **UC Davis login** information (your UC Davis Login ID), please visit the Computing Accounts web page (http://computingaccounts.ucdavis.edu).

- **Student Information System (SISWEB):**
  - enroll in classes
  - adjust your class schedule
  - view and print your class schedule
  - print your unofficial academic record
  - change your address
  - **enter your Social Security Number**
    - go to “Personal Information”, and click the “Report SSN” link
  - view your account – can see current balance at any time
  - view your financial aid status
Student Financial Applications and Systems

- **MyBill:** [https://mybill.ucdavis.edu](https://mybill.ucdavis.edu)
  - Check your student account balance
  - Make payments
  - Store your payment methods
  - Set up your parents and/or other persons to view and/or pay your bill online

- Students are responsible for viewing the most up-to-date status of their student account via the **Recent Account Activity screen on MyBill** and/or **SISWEB**
  - Encourage them to check every month!
Student Financial Applications and Systems

- Reading the Student Billing Statement
Student Financial Applications and Systems

• **Direct Deposit**
  - Payments made to students, through Banner and Payroll, are eligible for direct deposit service: [https://accounting.ucdavis.edu/DirectDeposit/](https://accounting.ucdavis.edu/DirectDeposit/)
  - No paper statements, all notification via email.

• **AggieCard**
  - Official UC Davis identification card
  - 1210 Dutton Hall, Monday–Friday, 9:30 a.m. to 4:30 p.m.
  - [http://registrar.ucdavis.edu/records/aggiecard.cfm](http://registrar.ucdavis.edu/records/aggiecard.cfm)
Glossary

- Direct Deposit – TSAAREV EFT field
Student Financial Applications and Systems

- **GLACIER Nonresident Tax Compliance System:**
  http://afs.ucdavis.edu/systems/glacier/index.html

- GLACIER is a secure online Nonresident Alien (NRA) tax compliance system that foreign visitors use to provide their immigrant and tax data to UC Davis. GLACIER helps determine tax residency, withholding rates, and income tax treaty eligibility. GLACIER also manages NRA paperwork, maintains NRA data, and prepares tax forms and required statements.
Student Financial Applications and Systems

- **Free Application for Federal Student Aid (FAFSA) at**
  http://www.fafsa.ed.gov

- **California Dream Act Application at**
  https://dream.csac.ca.gov/
  - The application to determine your financial need to determine your eligibility for educational loans.
  - You will receive a Student Aid Report (SAR) that provides you with an Expected Family Contribution (EFC).

- **MyAwards**
  http://financialaid.ucdavis.edu/myawards/
  - Continuing or new students with a valid Student Aid Report (SAR) will be able to view your UC Davis aid package and requirements using MyAwards.
Review Types of Funding

**Fellowships**
- US Citizens: Stipend, Tuition & Fee, and NRST fellowships are paid to your student account (banner), viewable in MyBill and SISWEB. No withholding tax deducted from stipend payments.
- Non-US Citizens: Tuition & Fee and NRST fellowships post to banner and viewable via MyBill and SISWEB. Fellowship stipends paid via the payroll system (not viewable via MyBill or SISWEB); withholding tax may be deducted from stipends.

**Academic Appointments**
- Student paychecks (salary) is paid via payroll system (does not lower your loan eligibility in banner).
- Remission is paid to your student account in banner (remission lowers your loan eligibility) and is viewable via MyBill and SISWEB.

**Student Loans**
- Paid to your student account (banner); viewable in MyBill, MyAwards, and SISWEB

**Personal Resources**
- Your cash payments post to your student account in banner (visible via MyBill and SISWEB)
Where is my money (who do I ask)?

- **#1 - Your graduate program coordinator**
  - [http://gradstudies.ucdavis.edu/programs/](http://gradstudies.ucdavis.edu/programs/)

- **Contact listed on your funding letter**
  - GSR, TA, Fellowship, External Agency, etc.

- **The PI who hired you**
  - Can refer you to their appropriate accounting staff

- **External Fellowships**
  - CA&ES: Deborah McCook – dlmccook@ucdavis.edu
  - Not CA&ES: Kristin Provost – klprovost@ucdavis.edu

- **Loans**
  - Grad Financial Aid – (530) 752-9246 or [https://students.my.ucdavis.edu/ask_us/index.cfm](https://students.my.ucdavis.edu/ask_us/index.cfm)

- **Complex, multi-department, issue?**
  - **Financial Support Specialist** - Lisa Finnegan - Ilfinnegan@ucdavis.edu or 530 752.8864
Questions?

Thank You!