



University of Memphis Graduate Assistantship 2020/21 eContract Process

IMPORTANT DATES - Departmental eContract Award Amount

- As noted in the Graduate School calendar, Fall 2020 (and 2020_21 academic year) GA eContracts are due **July 24th**. Spring 2021 eContracts are due **November 24**. Departments submitting GA eContracts at, if not before, the deadline will help reduce heavy spikes in workload and avoid complications as we start a new academic year.

Payroll Start and End Dates for the New Academic Year:

- Fall 2020 semester **exempt** (monthly paid) contract payroll begin dates can begin as early as September 1, 2020.
- Fall 2020 semester **non-exempt** (hourly paid) contract payroll begin dates can be as early as August 15, 2020.
- Spring 2021 semester **exempt** (monthly paid) contracts can extend through April 30, 2021.
- Spring 2021 semester **non-exempt** (hourly paid) contracts can extend through May 7, 2021.*
- Summer 2021 semester **exempt** (monthly paid) contracts can range from May 1, 2021 through August 31, 2021.
- Summer 2021 semester **non-exempt** (monthly paid) contracts can range from May 8, 2021* through August 13, 2021.*

* **IMPORTANT:** The 2021 non-exempt payroll end dates of May 7 and August 13, and the 2021 non-exempt payroll begin date of May 8 are *estimated*. Confirmation on this will be provided by Dr. Kierulff.

IMPORTANT REMINDERS

- For a given student, please do not create an exempt contract within the same time period that the student may also be contracted to work on a non-exempt contract. Similarly, please do not create a non-exempt contract within the same time period that a given student may also be contracted to work on an exempt contract. A student can only work within one classification (exempt or non-exempt) at a given time. This helps us stay compliant with the IRS.
- **Critical:** Before calculating and entering tuition assistance, please review the content in the following webpage if you were not able to attend training on the subject offered through University Student Business Services last year:
https://www.memphis.edu/gradschool/resources/ga_funding_resources.php. Tuition has not changed; therefore, the previous rate chart applies.
- For all assignments, please make certain that a student's academic level (noted in the "Current Program" field within each contract's header) is correct for the given assignment's e-class. Please see the GA eContract bookshelf for more information:
https://umwa.memphis.edu/econtract/pdf/ipeds_eclass_workstudy_Nov2016.pdf

IMPORTANT REMINDERS

- Please create *new GA eContracts to cover work assignments that are active within the coming academic year (defining the coming academic year as Fall 2020, Spring 2021 and Summer 2021). Please do not revise current academic year contracts to contain work to be conducted in future academic years.*
- *For non-exempt contracts, service begin and payroll begin dates must be the same. Similarly, service end and payroll end dates must be the same.*
- *When creating GA contracts for students who teach, please make certain that service beginning and end dates leave enough time for teachers to prepare for classes prior to the start of a semester and that they have time to compile and turn in grades at the end of a given semester.*
- *Summer 2021 payroll periods must be placed in separate assignments/appointments.*

IMPORTANT REMINDERS

Verification of Academic Credentials:

- Please send in verification of academic credentials forms for your **new** GA instructors for the coming academic year in advance of their GA contracts if possible. Please do not wait until the last minute to turn in these forms as delays in class starts may result.

Training:

- HR provides excellent GA eContract training for any new staff joining your department, or for those needing refresher training. Please check HR's training website for the next scheduled training.

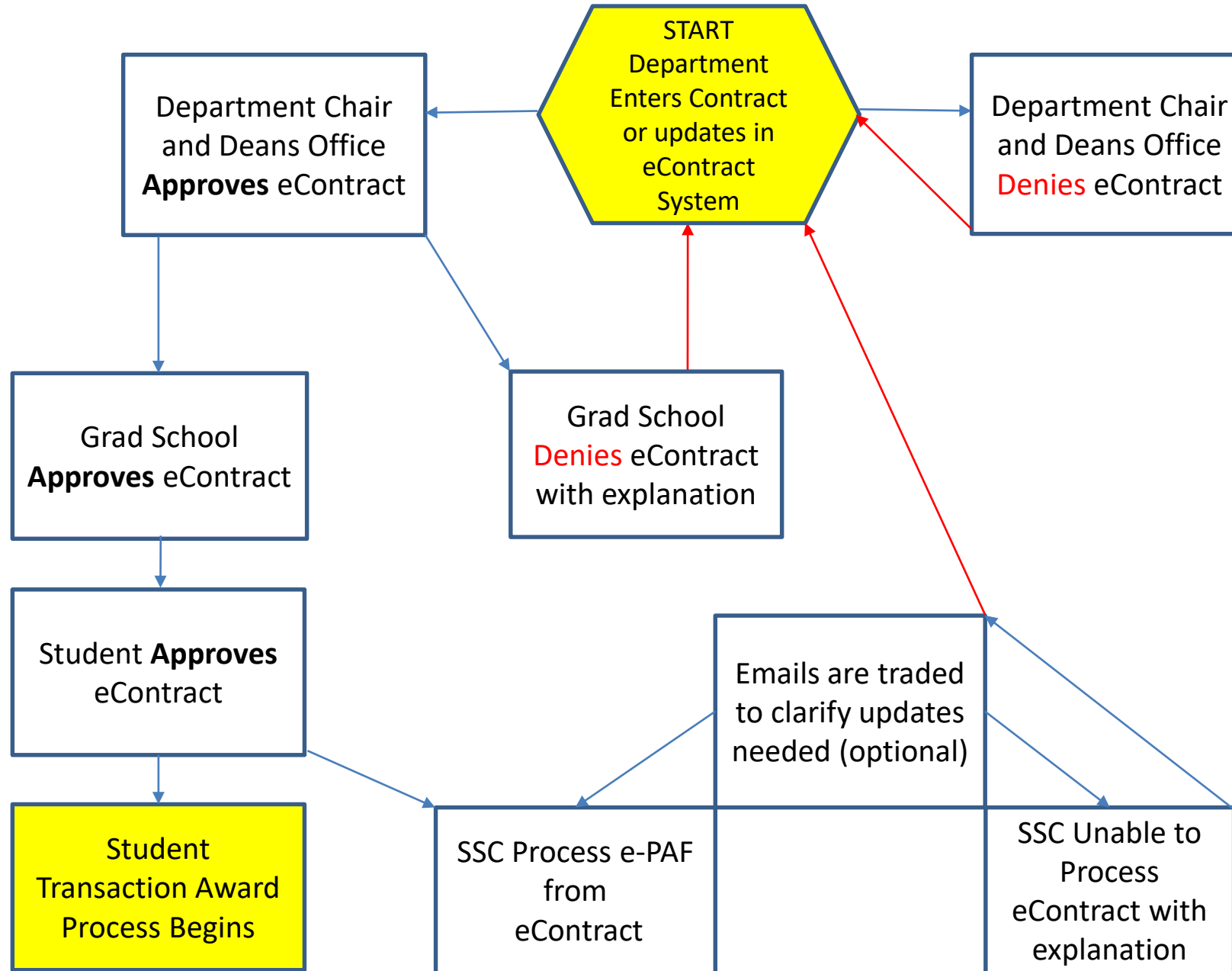
Memphis Plan Health Coverage for GAs:

- If your GAs have chosen to accept the Church Health Center medical plan ("Memphis Plan"), they are paying their cost for that plan through payroll deduction. If these GAs have a break in their work assignments their medical plan will terminate. Several students encountered this last month, having a one month break between their Spring and Summer contracts this year. Please keep in mind that once terminated from the plan, students will not be able to obtain coverage until after they reapply. Coverage will only take effect beginning the second month after their application has been accepted. GAs having a break in assignments will need to be encouraged to plan early to restart coverage when their GA contracts begin again, and to find alternative coverage when they are not working for your department. As a reminder, please do not refer to this medical plan as "insurance" as it does not completely meet ACA guidelines to be considered insurance coverage. For more information about this medical plan please see the following webpage: http://www.memphis.edu/gradschool/current_students/ga.php.

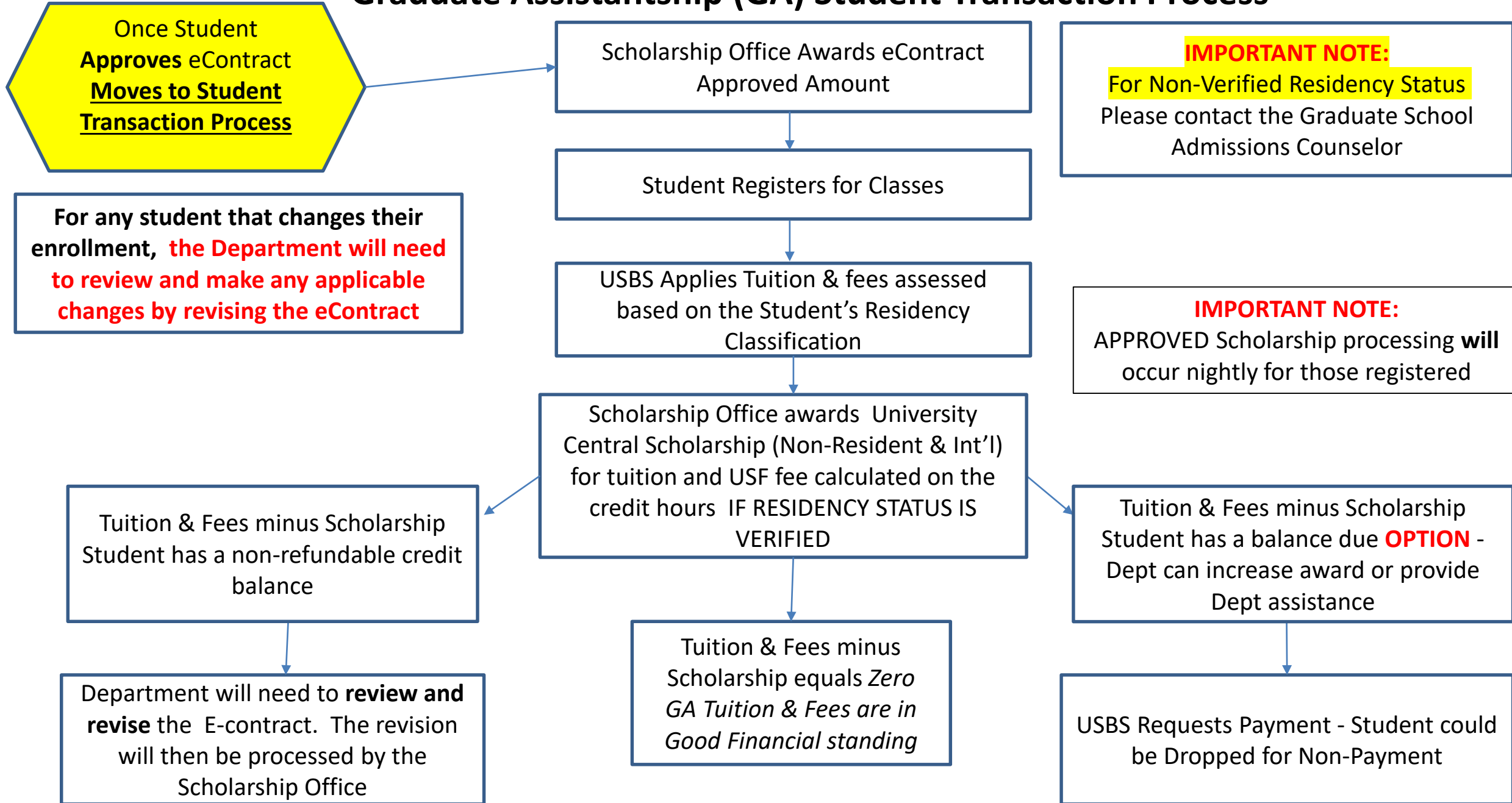
Calculating the Departmental eContract Award Amount

- Tuition and fee assessment is based on a student's level and residency classification
- Verify the student's residency level in the eContract or Banner to ensure the correct fee schedule is utilized, graduateadmissions@Memphis.edu
- The following fee schedules note the amount to be entered in the eContract and any applicable amount to be covered by the University Central Scholarship by credit hour
- Evaluating the student's registered credit hours and residency classification will help ensure the correct tuition funding is entered on the student's eContract

Graduate Assistantship (GA) Contract Process Model



Graduate Assistantship (GA) Student Transaction Process



2020-2021 Graduate Student - TN Resident Tuition and Fee Schedule

The following information is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by administrative, federal or state legislative changes, or University of Memphis Board of Trustees action, and changes become effective on the date enacted. Charges for all courses will be assessed by STUDENT level and a student's residency code. The University reserves the right to correct errors in student fee assessments and charges which are discovered subsequent to the initial billings or fee statements.

Total Credit Hrs	Graduate TN Resident Tuition	University Service Fee	GA Tuition & USF (E-Contract Award)	Graduate GA TN Resident Tuition & Fee Balance Due
1	\$512.00	\$85.00	(\$597.00)	\$0.00
2	\$1,024.00	\$170.00	(\$1,194.00)	\$0.00
3	\$1,536.00	\$255.00	(\$1,791.00)	\$0.00
4	\$2,048.00	\$340.00	(\$2,388.00)	\$0.00
5	\$2,560.00	\$425.00	(\$2,985.00)	\$0.00
6	\$3,072.00	\$510.00	(\$3,582.00)	\$0.00
7	\$3,584.00	\$595.00	(\$4,179.00)	\$0.00
8	\$4,096.00	\$680.00	(\$4,776.00)	\$0.00
9	\$4,608.00	\$765.00	(\$5,373.00)	\$0.00
10	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
11	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
12	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
13	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
14	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
15	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
16	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
17	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00
18	\$5,120.00	\$850.00	(\$5,970.00)	\$0.00

Important Notes:

- On-Campus fees are charged to all courses excluding sections that start with "R".
- All Online Courses (Mxx) will be charged a \$50/hour course fee separately from tuition and fees with no maximum
- Non-Tennessee Resident Student fees and International Student fees are charged at a per hour rate with no maximum.
- TN eCampus (Rxx) Tuition and Fees are in addition to the cost of Tn eCampus fee of \$136.00 per credit hour separately with no maximum.
- Special Course Fees and Material Fees for various academic programs are in addition to the fees above. Click [HERE](#) for a Description of Fees.
- Department Of Defense Contracts are set up to pay tuition column only. Fall/Spring/Summer sessions August 17, 2020 - August 23, 2021.

2020-2021 Graduate Student – NON-Resident Tuition and Fee Schedule

The following information is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by administrative, federal or state legislative changes, or University of Memphis Board of Trustees action, and changes become effective on the date enacted. Charges for all courses will be assessed by STUDENT level and a student's residency code. The University reserves the right to correct errors in student fee assessments and charges which are discovered subsequent to the initial billings or fee statements.

Total Credit Hrs	Graduate Non-Resident Tuition	University Service Fee	GA Tuition & USF (E-Contract Award)	Graduate GA Non-Res University Central Scholarship	Graduate GA Non-Res Tuition & Fee Balance Due
1	\$704.00	\$85.00	(\$597.00)	(\$192.00)	\$0.00
2	\$1,408.00	\$170.00	(\$1,194.00)	(\$384.00)	\$0.00
3	\$2,112.00	\$255.00	(\$1,791.00)	(\$576.00)	\$0.00
4	\$2,816.00	\$340.00	(\$2,388.00)	(\$768.00)	\$0.00
5	\$3,520.00	\$425.00	(\$2,985.00)	(\$960.00)	\$0.00
6	\$4,224.00	\$510.00	(\$3,582.00)	(\$1,152.00)	\$0.00
7	\$4,928.00	\$595.00	(\$4,179.00)	(\$1,344.00)	\$0.00
8	\$5,632.00	\$680.00	(\$4,776.00)	(\$1,536.00)	\$0.00
9	\$6,336.00	\$765.00	(\$5,373.00)	(\$1,728.00)	\$0.00
10	\$7,040.00	\$850.00	(\$5,970.00)	(\$1,920.00)	\$0.00
11	\$7,744.00	\$850.00	(\$6,482.00)	(\$2,112.00)	\$0.00
12	\$8,448.00	\$850.00	(\$6,994.00)	(\$2,304.00)	\$0.00
13	\$9,152.00	\$850.00	(\$7,506.00)	(\$2,496.00)	\$0.00
14	\$9,856.00	\$850.00	(\$8,018.00)	(\$2,688.00)	\$0.00
15	\$10,560.00	\$850.00	(\$8,530.00)	(\$2,880.00)	\$0.00
16	\$11,264.00	\$850.00	(\$9,042.00)	(\$3,072.00)	\$0.00
17	\$11,968.00	\$850.00	(\$9,554.00)	(\$3,264.00)	\$0.00
18	\$12,672.00	\$850.00	(\$10,066.00)	(\$3,456.00)	\$0.00

Important Notes:

- On-Campus fees are charged to all courses excluding sections that start with "R".
- All Online Courses (Mxx) will be charged a \$50/hour course fee separately from tuition and fees with no maximum
- Non-Tennessee Resident Student fees and International Student fees are charged at a per hour rate with no maximum.
- TN eCampus (Rxx) Tuition and Fees are in addition to the cost of Tn eCampus fee of \$136.00 per credit hour separately with no maximum.
- Special Course Fees and Material Fees for various academic programs are in addition to the fees above. Click [HERE](#) for a Description of Fees.
- Department Of Defense Contracts are set up to pay tuition column only. Fall/Spring/Summer sessions August 17, 2020 - August 23, 2021..

2020-2021 Graduate Student – INTERNATIONAL Resident Tuition and Fee Schedule

The following information is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by administrative, federal or state legislative changes, or University of Memphis Board of Trustees action, and changes become effective on the date enacted. Charges for all courses will be assessed by STUDENT level and a student's residency code. The University reserves the right to correct errors in student fee assessments and charges which are discovered subsequent to the initial billings or fee statements.

Total Credit Hrs	Graduate International Tuition	University Service Fee	GA Tuition & USF (E-Contract)	Graduate GA International University Central Scholarship	Grad GA International Tuition & Fee Totals
1	\$896.00	\$85.00	(\$597.00)	(\$384.00)	\$0.00
2	\$1,792.00	\$170.00	(\$1,194.00)	(\$768.00)	\$0.00
3	\$2,688.00	\$255.00	(\$1,791.00)	(\$1,152.00)	\$0.00
4	\$3,584.00	\$340.00	(\$2,388.00)	(\$1,536.00)	\$0.00
5	\$4,480.00	\$425.00	(\$2,985.00)	(\$1,920.00)	\$0.00
6	\$5,376.00	\$510.00	(\$3,582.00)	(\$2,304.00)	\$0.00
7	\$6,272.00	\$595.00	(\$4,179.00)	(\$2,688.00)	\$0.00
8	\$7,168.00	\$680.00	(\$4,776.00)	(\$3,072.00)	\$0.00
9	\$8,064.00	\$765.00	(\$5,373.00)	(\$3,456.00)	\$0.00
10	\$8,960.00	\$850.00	(\$5,970.00)	(\$3,840.00)	\$0.00
11	\$9,856.00	\$850.00	(\$6,482.00)	(\$4,224.00)	\$0.00
12	\$10,752.00	\$850.00	(\$6,994.00)	(\$4,608.00)	\$0.00
13	\$11,648.00	\$850.00	(\$7,506.00)	(\$4,992.00)	\$0.00
14	\$12,544.00	\$850.00	(\$8,018.00)	(\$5,376.00)	\$0.00
15	\$13,440.00	\$850.00	(\$8,530.00)	(\$5,760.00)	\$0.00
16	\$14,336.00	\$850.00	(\$9,042.00)	(\$6,144.00)	\$0.00
17	\$15,232.00	\$850.00	(\$9,554.00)	(\$6,528.00)	\$0.00
18	\$16,128.00	\$850.00	(\$10,066.00)	(\$6,912.00)	\$0.00

Important Notes:

- On-Campus fees are charged to all courses excluding sections that start with "R".
- All Online Courses (Mxx) will be charged a \$50/hour course fee separately from tuition and fees with no maximum
- Non-Tennessee Resident Student fees and International Student fees are charged at a per hour rate with no maximum.
- TN eCampus (Rxx) Tuition and Fees are in addition to the cost of Tn eCampus fee of \$136.00 per credit hour separately with no maximum.
- Special Course Fees and Material Fees for various academic programs are in addition to the fees above. Click [HERE](#) for a Description of Fees.
- Department Of Defense Contracts are set up to pay tuition column only. Fall/Spring/Summer sessions August 17, 2020 - August 23, 2021.

Update to eContract Form

Previous Form

TUITION FUNDING DETAILS

Term	Fall 2019
Index	
Weekly Work Hours	5.00
	5.00
Maximum Tuition Paid by Dept	\$0.00
	0.00

New Form

TUITION FUNDING DETAILS

Term	Summer 2020
Index	
Weekly Work Hours	20.00
Tuition and Fees Paid by Dept	\$0.00

Grad Assistance Financial Status Report for Fall 2020

- In mid July 2020, GA Financial Status report will be emailed to the list provided by the Grad School
- Frequency distribution will increase leading up to Fall 2020 Payment deadlines

Banner ID	First Name	Last Name	Term	Enrollment			Residency	Res Description	Major	Degree	Department	Tot Tui	USF
				Onground Hrs	Online Hrs	Enrolled Hrs							
UXXXXXXX	Mahmoud	Almahamid	201980	3	3	6	C	International Verified	ACCT	MS	Accountancy	8,064.00	765.00
UXXXXXXX	Sonia	Nauhria	201980	6		6	C	International Verified	ACCT	MS	Accountancy	6,048.00	573.75
UXXXXXXX	Jing	Wang	201980	6	6	12	C	International Verified	ACCT	MS	Accountancy	10,752.00	850.00
UXXXXXXX	Kara	Alford	201980	10		10	X	Out of State Verified	ANTH	MA	Anthropology	7,040.00	850.00
UXXXXXXX	Nora	Holzinger	201980	12		12	X	Out of State Verified	ANTH	MA	Anthropology	8,448.00	850.00
UXXXXXXX	Ryan	Kilfoil	201980	3	3	6	X	Out of State Verified	ANTH	MA	Anthropology	4,224.00	510.00
UXXXXXXX	Suzanna	Marshall	201980	13		13	X	Out of State Verified	ANTH	MA	Anthropology	9,152.00	850.00
UXXXXXXX	Amanda	Miller	201980	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Aaliyah	Shivers	201980	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Darien	Sproesser	201980	9	3	12	X	Out of State Verified	ANTH	MA	Anthropology	8,448.00	850.00
UXXXXXXX	Randy	Stark	201980	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Joshua	Swiatek	201980	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Shahira	Aliwi	201980	15		15	X	Out of State Verified	ARTC	MARCH	Architecture	10,560.00	850.00
UXXXXXXX	Sadikshya	Bastola	201980	15		15	C	International Verified	ARTC	MARCH	Architecture	13,440.00	850.00
UXXXXXXX	Joseph	Murphy	201980	15		15	X	Out of State Verified	ARTC	MARCH	Architecture	10,560.00	850.00
UXXXXXXX	Eric	Rivera	201980	15		15	X	Out of State Verified	ARTC	MARCH	Architecture	10,560.00	850.00

Steps to Validate the Tuition Funding Amount in eContract is Correct

1. Report Review - View the comprehensive GA report
2. Verify anticipated & actual enrollment hours of each student
3. Verify information in Banner
4. Contact your on-campus resources

Report Review

- If your student's departmental tuition assistance equals the amount of total tuition & fees you will have a zero balance in column AC titled "Tuit & Fee / GA Assist Difference "
- If your student's department tuition assistance is not zero and should be
 - Check that the departmental assistance on the financial status report validating the amount to cover the students in state per credit hour tuition & fees amount amount.
 - If they are not a revision to the student's contract may be needed

Report Review

Other items that could cause a difference

- Changes to a students enrolled credit hours
- Student's Residency Classification
- Student's course or courses have additional fees
- Student owes a different balance outside of tuition & fees

Each of the above items are available on the Graduate Assistant Report and are also available in Banner real-time

QUERY ACCESS TO THE FOLLOWING BANNER FORMS

- **TSICSRV** – Student transaction summary - Fees associated with a specific semester (Fall YEAR80-Example 202080, Spring YEAR10 Example 202110 and Summer YEAR50 Example 202150)
- **SGASTDN** – Provides residency and Major/Field Study Program
- **SFAREGF** – Provides Student Course/Fee Assessment & Registration for a specific term
- **SSADETL** – Section and/or program type fees
- **TSAAREV** – Student Transactional Amounts by Date

Important Dates for Spring 2021

Nov 24, 2020 - Graduate Assistantship (GA) e-Contracts are to be submitted

January XX, 2021 by 4:30 p.m. - Initial date for the Drop for Non-Payment (DNP) process

- Registration Closes at 4:00pm - Students may begin to re-register at 1:00 am on January XX, 2021
- For all new registrations a \$100.00 late registration fee will be assessed.

January XX, 2021 - Second date for Drop for Non-Payment (DNP) – FIRST DAY OF CLASS - January XX, 2021

- Registration Closes at 4:00pm - Students may begin to re-register at 8:00am on January XX, 2021
- For all new registrations a \$100.00 late registration fee will be assessed.

January XX, 2021 – Late Payment Fee Assessment

- Students that have a balance greater than \$100.00, who have not enrolled in the Installment Payment Plan or do not have any pending financial aid to cover their outstanding balance or have not remitted their balance due by 4:30pm, would be assessed a \$100 late payment fee

January XX, 2021 - Final Drop for Non-Payment (DNP)

- Registration portal will close at 4:00pm – Students will need to appeal to be enrolled late
- Students will need to file any late registration appeals to their academic department
- **Any approved late registration appeals would be assessed the \$100.00 late registration and \$100.00 late payment fee**

Still Have Questions?

Contact your on-campus resources

- Scholarships
eContract amount does not equal the authorized or paid amount in Banner
Email: scholarships@Memphis.edu
Phone: (901) 678-3213
- University & Student Business Services
Questions regarding tuition & fee charges
Email: USBS@Memphis.edu
Phone: (901) 678-2712
- Graduate Admissions Counselors'
Counselor Contact Information by College:
<https://www.memphis.edu/gradschool/contacts.php>
Phone: (901) 678-3685



Still Have Questions?

Refer to Graduate School Web Page for Resources

- <https://www.memphis.edu/gradschool/resources/index.php>

