

Graduate Student Employment and Department Scholarships



Policies and Guidelines

As of AY 2021_22

Dates and Deadlines

- As noted in the Graduate School calendar, Fall 2021 and 2021_22 academic year GA eContracts and Student Worker contracts are due to the Graduate School on July 17th. Departments submitting contracts 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 (2021_22)**
 - Fall 2021 semester exempt (monthly paid) contract payroll begin dates can begin as early as September 1, 2021.
 - Fall 2021 semester non-exempt (hourly paid) contract payroll begin dates can be as early as August 14, 2021.
 - Spring 2022 semester exempt (monthly paid) contracts can extend through April 30, 2022.
 - Spring 2022 semester non-exempt (hourly paid) contracts can extend through May 6, 2022.
 - Summer 2022 semester exempt (monthly paid) contracts can range from May 1, 2022 through August 31, 2022.
 - Summer 2022 semester non-exempt (monthly paid) contracts can range from May 7, 2022 through August 12, 2022.
- USBS tuition & fee assessment and registration drop for non-payment dates and deadlines:
<https://www.memphis.edu/usbs/calendars.php>

Important Reminders

- For a given student, please do not create an exempt contract within the same time period that the student may also be employed through 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.
- For all GA and Student Worker 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 eclass. Please see the GA eContract bookshelf for more information:
https://umwa.memphis.edu/econtract/pdf/ipeds_eclass_workstudy_Nov2016.pdf
- Please create new GA eContracts and Student Worker eContracts to cover work assignments that are active within the coming academic year (defining the coming academic year as Fall 2021, Spring 2022 and Summer 2022). 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 job/payroll begin dates must be the same. Similarly, service end and job/payroll end dates must be the same.
- When creating GA and Student Worker eContracts 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 2022 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 graduate student instructors for the coming academic year once their GA or Student Worker contracts have been submitted. Please do not wait until the last minute to turn in these forms as delays in class starts may result.

Training:

- HR provides excellent 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.
- For more information related to the new Graduate Scholarship, please see the related powerpoint slide in <https://www.memphis.edu/gradschool/resources/fs-ga-funding.php>

Memphis Plan Health Coverage for GAs and Student Workers:

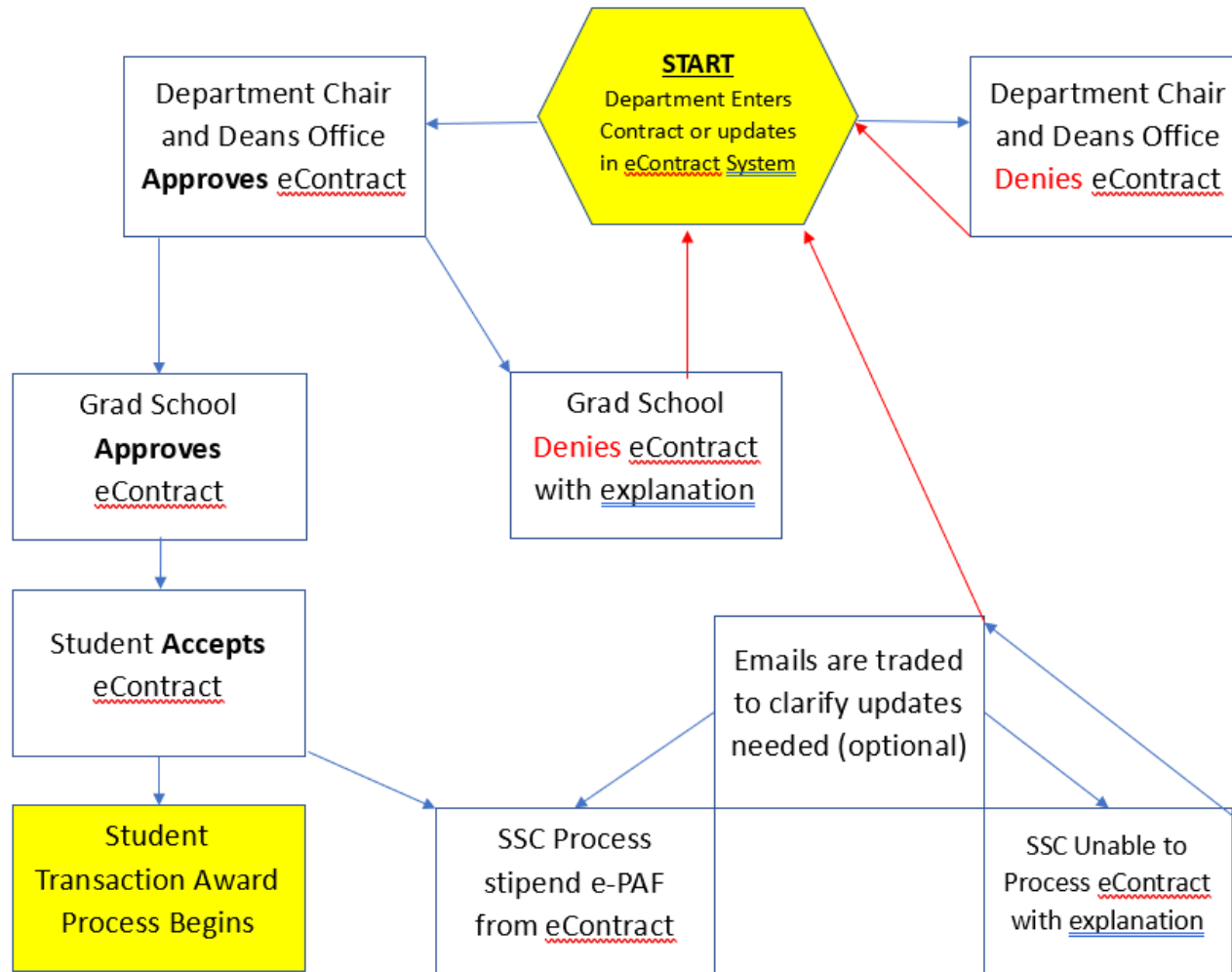
- If your GAs or Student Workers have chosen to accept the Church Health Center medical plan ("Memphis Plan"), they are paying their cost for that plan through payroll deduction. If these GAs or Student Workers have a break in their work assignments their medical plan will terminate. Several students encountered this in May, having a one month break between their Spring and Summer contracts. 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. Students having a break in assignments will need to be encouraged to plan early to restart coverage when their 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

- ***New for Fall 2021 Going Forward:*** Tuition and fee assessment is based on a student's residency classification no matter if the student is paying their own tuition *or if the department is providing tuition assistance.*
- Verify the student's residency level in the eContract or within Banner to ensure the correct fee schedule is utilized. These fee schedules are available on the University Student Business Services website: <https://www.memphis.edu/usbs/fees/index.php>.
- ***New for Fall 2021 Going Forward:*** Central departments will no longer provide scholarships to bring GA tuition charges down to the in-state rate. The budget to do so has been distributed to Colleges/Schools. Student workers do not receive tuition assistance (they are stipend only). Student workers are also not to receive scholarships that bring their tuition down to the in-state rate.
- Evaluating the students registered credit hours and residency classification will help ensure the correct tuition funding is entered on the student's eContract.

General Graduate Assistant/Student Worker Contract Process Model

Related to Stipend Workflow, Only



General Graduate Assistant / Graduate Scholarship Process Model

Related to Tuition Assistance Workflow, Only

Transaction processing begins once a student accepts their GA eContract or Graduate Scholarship.

For any student that changes their enrollment, **the Department will need to review and make any applicable updates to tuition awards within the GA eContract or Graduate Scholarship.**

Scholarship Office awards tuition assistance to the student's account.

Student registers for classes. Note: For departments creating Graduate Scholarships, the student must already be registered.

USBS applies tuition & fees assessed based on the student's residency classification.

IMPORTANT NOTE:

IF the student has a "Non-Verified" residency status, please ask the student to confirm their residency with their Graduate School Admissions Counselor.

IMPORTANT NOTE:

After Registration, APPROVED tuition assistance processing will occur nightly.

IF tuition & fees minus tuition assistance = a credit balance (which is non-refundable): department must **review and revise** the GA E-contract or Graduate Scholarship. The revision will then be processed by the Scholarship Office

Removed for 2021_22 going forward:
~~Scholarship Office awards University Central Scholarship (Non-Resident & Int'l) for tuition and USF fee calculated on the credit hours IF RESIDENCY STATUS IS VERIFIED~~

IF tuition & fees minus tuition assistance = a balance due: student will need to pay the balance or the department *at its option* can increase tuition assistance.

IF tuition & fees minus tuition assistance = zero
GA Tuition & Fees are in Good Financial Standing

Note: For all balance due scenarios the USBS will request payment. Student could be dropped for non-payment.

Graduate Assistant / Worker Financial Status Report

➤ **Starting in mid-July 2021, Financial Status Reports will be emailed to departments to keep track of underpaid or overpaid tuition & fee balances.**

Banner ID	First Name	Last Name	Term	Onground Hrs	Online Hrs	Enrolled Hrs	Residency	Res Description	Major	Degree	Department	Tot Tui	USF
UXXXXXXX	Mahmoud		202080	3	3	6	C	International Verified	ACCT	MS	Accountancy	8,064.00	765.00
UXXXXXXX	Sonia		202080	6		6	C	International Verified	ACCT	MS	Accountancy	6,048.00	573.75
UXXXXXXX	Jing		202080	6	6	12	C	International Verified	ACCT	MS	Accountancy	10,752.00	850.00
UXXXXXXX	Kara		202080	10		10	X	Out of State Verified	ANTH	MA	Anthropology	7,040.00	850.00
UXXXXXXX	Nora		202080	12		12	X	Out of State Verified	ANTH	MA	Anthropology	8,448.00	850.00
UXXXXXXX	Ryan		202080	3	3	6	X	Out of State Verified	ANTH	MA	Anthropology	4,224.00	510.00
UXXXXXXX	Suzanna		202080	13		13	X	Out of State Verified	ANTH	MA	Anthropology	9,152.00	850.00
UXXXXXXX	Amanda		202080	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Aaliyah		202080	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Darien		202080	9	3	12	X	Out of State Verified	ANTH	MA	Anthropology	8,448.00	850.00
UXXXXXXX	Randy		202080	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Joshua		202080	9		9	X	Out of State Verified	ANTH	MA	Anthropology	6,336.00	765.00
UXXXXXXX	Shahira		202080	15		15	X	Out of State Verified	ARTC	MARCH	Architecture	10,560.00	850.00
UXXXXXXX	Sadikshya		202080	15		15	C	International Verified	ARTC	MARCH	Architecture	13,440.00	850.00
UXXXXXXX	Joseph		202080	15		15	X	Out of State Verified	ARTC	MARCH	Architecture	10,560.00	850.00
UXXXXXXX	Eric		202080	15		15	X	Out of State Verified	ARTC	MARCH	Architecture	10,560.00	850.00

Validation of Tuition Funding Amounts

- Review the Graduate Assistant / Worker Financial Status Report.
- Verify anticipated and actual enrollment hours of each student.
- Verify related information in Banner.
- Contact your on-campus resources for help as needed.
- Notes:
 - Graduate Student Workers are not provided tuition assistance.
 - Graduate Student Workers are not to receive scholarships that bring their tuition down to the in-state rate.

Financial Status 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 student's tuition & fees.
 - If there is a difference, a revision to the student's contract may be needed.

Financial Status Report Review

- Other items that could cause a difference:
 - Changes to a student's enrolled credit hours.
 - Student's Residency Classification.
 - Student's course or courses have additional fees.
 - Student owes a different balance due to charges other than tuition & fees.

- Each of the above items are available on the Graduate Assistant / Worker Financial Status Report, and are also available in Banner real-time.

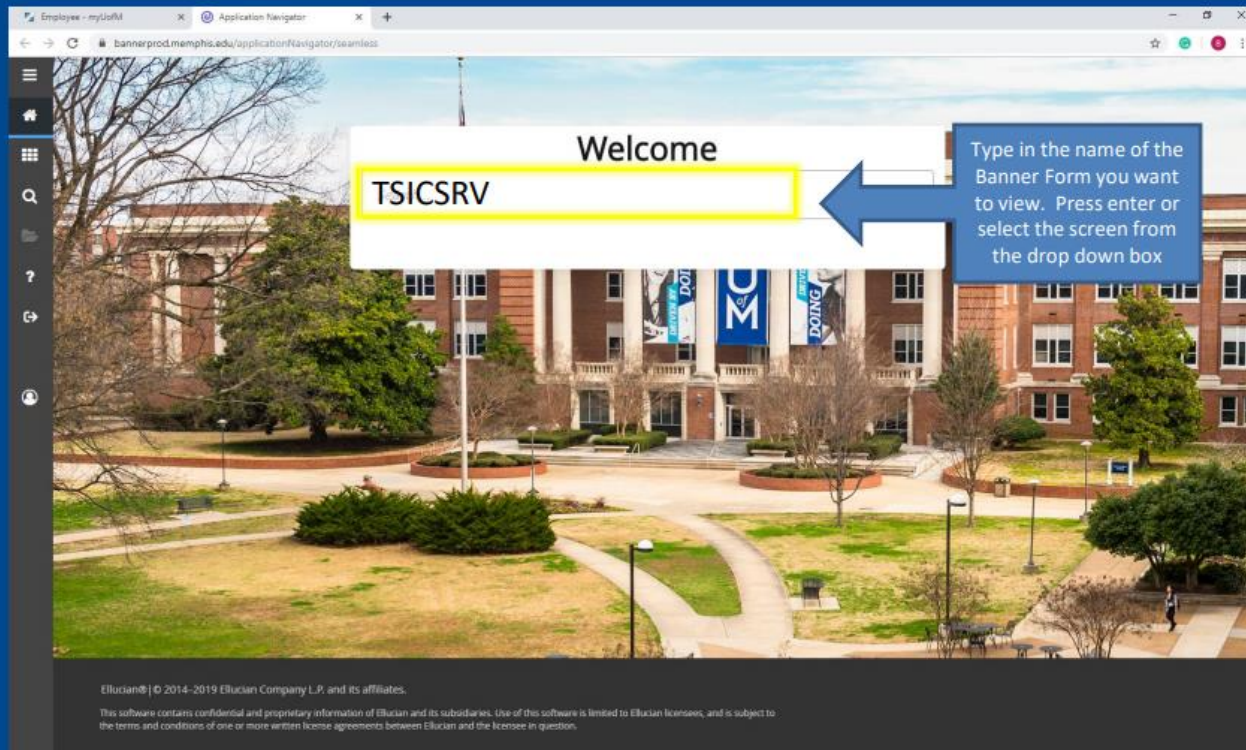
Helpful Banner Forms

- **TSICSRV** – Student transaction summary - Fees associated with a specific semester. Term codes are interpreted with the understanding Fall = 80, Spring = 10 and Summer = 50.

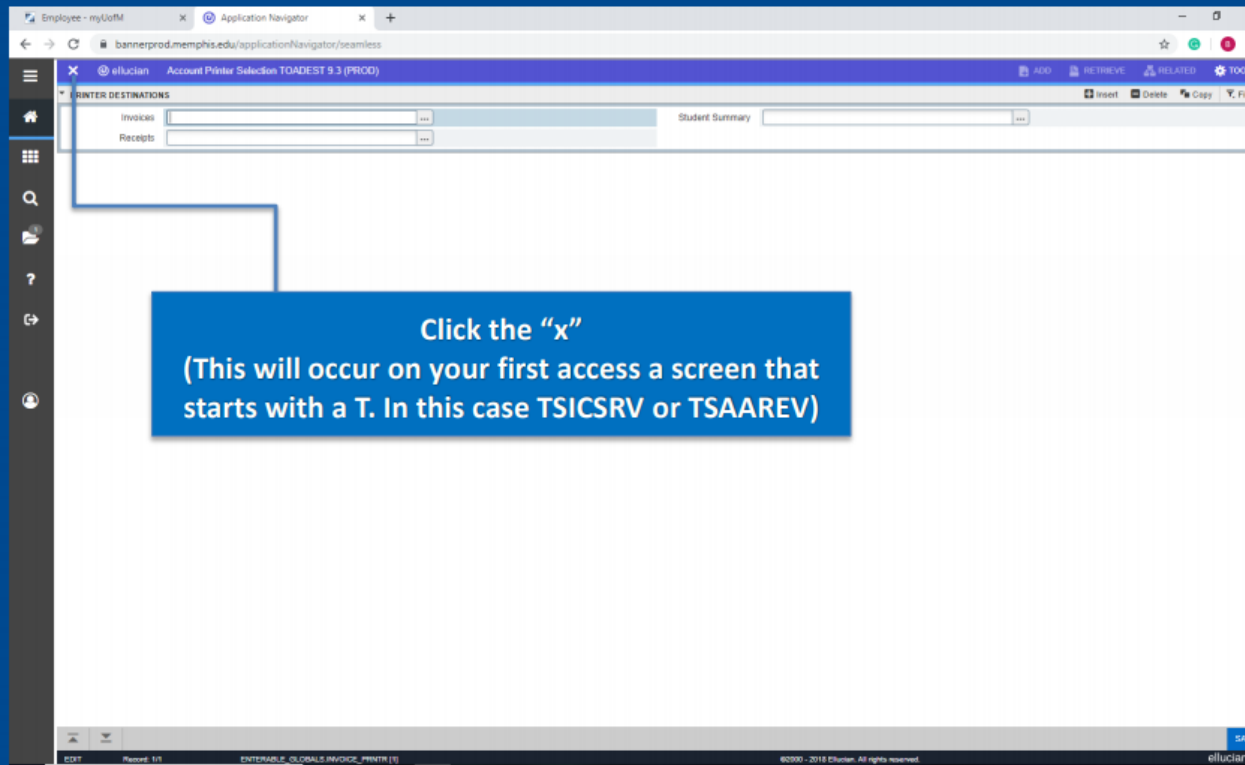
Examples:

- Fall 2021 is “202180”
- Spring 2022 is “202210”
- Summer 2022 is “202250”
- **SGASTDN** – Provides residency and program of study.
- **SFAREGF** – Provides student course/fee assessment and registration for a specific term.
- **SSADETL** – Section and/or program type fees.
- **TSAAREV** – Student transactional amounts by date.

Navigate to your 1st Banner Screen



Click the “x”



Student Example - TSICSRV

This screen provides a student account charge and payment summary

The screenshot shows a web browser window with the URL `bannerprod.memphis.edu/applicationNavigator/seamless`. The browser tab is titled "Customer Service Inquiry TSICSRV 9.3.5 (PROD)". The interface includes a left sidebar with navigation icons and a main content area. At the top of the main area, there is a search bar with the label "ID:" and a dropdown menu. A blue callout box with the text "Enter Student U ID#" points to this search bar. To the right of the search bar, there is a "Go" button. A blue callout box with the text "Click Go" points to this button. Below the search bar, there are fields for "Holds:", "Last Term:", and "Registered". A "Sum by Effective:" checkbox is also present. At the bottom of the search bar, there is a message: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

Student Example - TSICSRV

This screen provides a student account charge and payment summary

ACCOUNT SUMMARY							
Detail Code *	Description *	Term *	Aid Year	Period	Charge	Payment	Balance
FOLD	Online Course Fee	201980			0.00		
G990	GA Dept Tuition Assistance	201980	1920	201980		5,373.00	
G993	GA Master-Int'l Tuit Asst	201980	1920	201980		3,456.00	
MC53	Health Center Service-58370	201980			60.00		
R190	Tuition-UG TN eCampus	201980			0.00		
R400	TN eCampus Online Fee	201980			0.00		0.00
R500	Tuition-TN eCampus Non-Res	201980			0.00		0.00
TGRI	Tuition-GRAD International	201980			8,064.00		
TGRU	University Service Fee-GR	201980			765.00		

Record 1 of 9

DETAILS	
Query Balance	60.00
Account Balance	60.00
Current Due	60.00
Other Memos	0.00 ...

Financial Aid Memo

Balance	0.00
Authorized Aid	0.00
Balance	
NSF	0

International Central Scholarship G993 of \$3,456 and Department Assistance G990 of \$5,373.00 equal total Tuition & USF Fees of **\$8,829.00**

Student's International Tuition & USF Fees are **\$8,829.00**

Student has a personal outstanding charge of **\$60.00**

Financial Aid Information will be located here

SGASTDN

Provides residency and Major/Field Study Program

The screenshot shows the SGASTDN web application interface. At the top, a purple header bar contains the text "ellucian General Student SGASTDN 9.3.14 [TBR8: 1.6] (PROD)" and navigation links: "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header, the main form area includes two input fields labeled "ID:" and "Term:". A blue callout box with an arrow points to the "ID:" field with the text "Enter Student U ID#". Another blue callout box with an arrow points to the "Term:" field with the text "Enter applicable term 202080". To the right of these fields are checkboxes for "Active:" and "ricula:". A "Student Summary" button is located above the "Active:" checkbox, and a "Go" button is in the top right corner. A grey instruction bar at the bottom of the form reads: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

ellucian General Student SGASTDN 9.3.14 [TBR8: 1.6] (PROD)

ADD RETRIEVE RELATED TOOLS

ID:

Term:

Active: ☐

ricula: ☐

Student Summary

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

SGASTDN

Provides residency and Major/Field Study Program

ellucian General Student SGASTDN 9.3.14 [TBR8: 1.6] (PROD)

ADD RETRIEVE RELATED TOOLS

ID: Term: View Current/Active Curricula:

Start Over

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

GENERAL LEARNER

Insert Delete Copy Filter

Create A89 Requirements Create LS Requirements Delete A89 Requirements Delete LS Requirements

From Term 201980 To Term 999999

New Term 201980 Fall Term 2019

Student Status AS Active

Student Type G New Inst/First time Graduate/IP

Residence C International Verified

Fee Assessment Rate Class GR Graduate

Student Centric Cycle Full or Part Time Full Time Part Time None

Additional Information Site Session Block Citizenship N Nonresident Alien

Requirements A89 LS

1 of 1 Per Page

Record 1 of 1

CURRICULA SUMMARY - PRIMARY

Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
15	201980	GR Master of Arts	201980	Graduate		Graduate School	Master of Arts			International Graduate M...	201980			

1 of 1 Per Page

Record 1 of 1

FIELD OF STUDY SUMMARY

Insert Delete Copy Filter

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201980	Major	Political Science	Political Science	

3 of 1 Per Page

Record 1 of 1

SFAREGS

Provides Student Course/Fee Assessment query-Displays student registration

The screenshot shows the SFAREGS web application interface. The browser title bar indicates the application is 'Student Course/Fee Assessment Query SFAREGS 9.3.7 (PROD)'. The interface includes a top navigation bar with links for ADD, RETRIEVE, RELATED, and TOOLS. On the left, there is a vertical sidebar with icons for home, search, and user profile. The main content area contains two input fields: 'Term:' and 'ID:'. Red boxes highlight these fields, with blue arrows pointing to them from instructional text boxes. The 'Term:' field is associated with the instruction 'Enter applicable term For this example 202080'. The 'ID:' field is associated with the instruction 'Enter Student U ID#'. A 'Go' button is located to the right of the 'Term:' field, highlighted with a red box and a blue arrow pointing to it from the instruction 'Click Go'. Below the input fields, a grey bar contains the text: 'Get Started: Complete the fields above and click Go. To search [] and then press ENTER.'

Term: **Enter applicable term For this example 202080**

ID: **Enter Student U ID#**

Get Started: Complete the fields above and click Go. To search [] and then press ENTER.

SFAREGS

Provides Student Course/Fee Assessment query-Displays student registration

ellucian Student Course/Fee Assessment Query SFAREG 9.3.7 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 201980 Refund By Total Refund Date: ID: Start Over

▼ TERM ENROLLMENT SUMMARY Insert Delete Copy Filter

Status	EL	Percentage Tuition Refund	
Description	Eligible to Register	Percentage Fee Refund	
Status Date	08/01/2019		

▼ TERM REGISTRATION SUMMARY Insert Delete Copy Filter

CRN	Subject	Course	Section	Credit Hours	Bill Hours	Level	Campus	Status	Status Date	Percent Tuition Refund	Percent Fee Refund	Message
81195	POLS	7401	001	3.000	3.000	GR	11M	OW	08/16/2019			**Web Registered**
86395	POLS	7100	001	3.000	3.000	GR						**Web Registered**
94777	POLS	7506	001	3.000	3.000	GR						**Web Registered**

Record 1 of 3

Total Credit Hours	9.000	CEU Hours	0.000
Total Bill Hours	9.000		

Bill Hours per course

Total Credit Hours & Total Bill Hours

TSAAREV

Student Transactional Amounts by Date

The screenshot displays the 'Account Detail Review Form - Student TSAAREV 9.16.1 (MEMPH)' in a web browser. The browser's address bar shows 'bannerprod.memphis.edu/applicationNavigator/seamless'. The application has a dark sidebar on the left with icons for home, search, and other functions. The main content area contains a form with the following fields:

- ID:** A text input field with a blue arrow pointing to it from a callout box that says 'Enter Student U ID#'. Below this field, the text 'User: BAHAYES4' is displayed.
- Credit Limit:** A text input field.
- Holds:** A text input field.
- Go:** A button with a blue arrow pointing to it from a callout box that says 'Click Go'.

Below the form fields, a grey instruction bar reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The main body of the page is a large, empty table with multiple columns, likely for displaying transactional data.

TSAAREV

Student Transactional Amounts by Date

bannerprod.memphis.edu/applicationNavigator/seamless

Account Detail Review Form - Student TSAAREV 9.3.6.1 (PROD)

ID: [REDACTED] Credit Limit: User: BAHAYES4 Holds: [REDACTED] Start Over

ACCOUNT DETAILS

Insert Delete Copy Filter

Receipt

Detail Code *	Description *	Term *	Charge	Payment	Balance	Source *	Effective Date *	Transaction Date	Aid Year	Period	Receipt	Original Charge *	Contract Detail *	Trans
G993	GA Master-Int'l Tuition Asst	201980		3,456.00	0.00	F	08/20/2019	08/20/2019	1920	201980		<input type="checkbox"/>	<input type="checkbox"/>	
G990	GA Dept Tuition Assistance	201980		5,373.00	0.00	F	08/20/2019	08/20/2019	1920	201980		<input type="checkbox"/>	<input type="checkbox"/>	
TGRI	Tuition-GRAD International	201980	2,688.00		0.00	R	08/19/2019	08/19/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TGRU	University Service Fee-GR	201980	255.00		0.00	R	08/19/2019	08/19/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
MC53	Health Center Service-58370	201980	30.00		30.00	T	08/16/2019	08/16/2019				<input type="checkbox"/>	<input type="checkbox"/>	
TGRI	Tuition-GRAD International	201980	2,688.00		0.00	R	08/19/2019	08/19/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TGRU	University Service Fee-GR	201980	255.00		0.00	R	08/19/2019	08/19/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TGRI	Tuition-GRAD International	201980	-2,688.00		0.00	R	08/19/2019	08/19/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TGRU	University Service Fee-GR	201980	-255.00		0.00	R	08/19/2019	08/19/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TGRI	Tuition-GRAD International	201980	2,688.00		0.00	R	08/19/2019	08/19/2019				<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Record 1 of 30

BALANCE DETAILS

Insert Delete Copy Filter

Query Balance 60.00

Account Balance 60.00

Amount Due 60.00

Memo Balance 0.00

Authorized Aid 0.00

Balance

NSF 0

Receipt? N

Questions?

➤ Scholarship Office

GA eContract tuition assistance or Graduate Scholarships do not match the amount a student is credited in Banner (or the amount is not 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

For student residency verification assistance.

Counselor contact information by college:

<https://www.memphis.edu/gradschool/contacts.php>

Phone: (901) 678-3685

➤ Graduate School Resources Webpage

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



Thank you for attending!