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](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

START
Department Enters Contract or updates in eContract System

Department Chair and Deans Office
Approves eContract

Grad School
Approves eContract

Grad School
Denies eContract with explanation

Student Accepts eContract

Emails are traded to clarify updates needed (optional)

Student Transaction Award Process Begins

SSC Process stipend e-PAF from eContract

SSC Unable to Process eContract with explanation
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.

的重要注释：
如果学生有“未验证”居留权状态，请询问学生确认其居留权是否与他们的研究生院招生咨询员的指南一致。

重要注释：
注册后，已批准的助学金支付流程将每天晚上发生。

删除2021_22以后：
奖学金办公室为中央奖学金（非居民）和国际奖学金分配助学金，根据学分小时数计算的学费和USF费。如果居留权状态已验证，奖学金办公室将重新处理。

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.

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

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.

Note: For all balance due scenarios the USBS will request payment. Student could be dropped for non-payment.
Starting in mid-July 2021, Financial Status Reports will be emailed to departments to keep track of underpaid or overpaid tuition & fee balances.

<table>
<thead>
<tr>
<th>Banner ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>Term</th>
<th>Onground Hrs</th>
<th>Online Hrs</th>
<th>Enrolled Hrs</th>
<th>Residency</th>
<th>Res Description</th>
<th>Major</th>
<th>Degree</th>
<th>Department</th>
<th>Tot Tui</th>
<th>USF</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000000X</td>
<td>Mahmoud</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C</td>
<td>International Verified</td>
<td>ACCT</td>
<td>MS</td>
<td>Accountancy</td>
<td>8,064.00</td>
<td>765.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Sonia</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C</td>
<td>International Verified</td>
<td>ACCT</td>
<td>MS</td>
<td>Accountancy</td>
<td>6,048.00</td>
<td>573.75</td>
</tr>
<tr>
<td>00000000X</td>
<td>Jing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C</td>
<td>International Verified</td>
<td>ACCT</td>
<td>MS</td>
<td>Accountancy</td>
<td>10,752.00</td>
<td>850.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Kara</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ANTH</td>
<td>MA</td>
<td>Anthropology</td>
<td>7,040.00</td>
<td>850.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Nora</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ANTH</td>
<td>MA</td>
<td>Anthropology</td>
<td>8,448.00</td>
<td>850.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Ryan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ANTH</td>
<td>MA</td>
<td>Anthropology</td>
<td>4,224.00</td>
<td>510.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Suzanna</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ANTH</td>
<td>MA</td>
<td>Anthropology</td>
<td>9,152.00</td>
<td>850.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Amanda</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ANTH</td>
<td>MA</td>
<td>Anthropology</td>
<td>6,336.00</td>
<td>765.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Aaliyah</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ANTH</td>
<td>MA</td>
<td>Anthropology</td>
<td>6,336.00</td>
<td>765.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Darien</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ANTH</td>
<td>MA</td>
<td>Anthropology</td>
<td>8,448.00</td>
<td>850.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Randy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ANTH</td>
<td>MA</td>
<td>Anthropology</td>
<td>6,336.00</td>
<td>765.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Joshua</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ANTH</td>
<td>MA</td>
<td>Anthropology</td>
<td>6,336.00</td>
<td>765.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Shahira</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ARTC</td>
<td>MARCH</td>
<td>Architecture</td>
<td>10,560.00</td>
<td>850.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Sadiikshya</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>C</td>
<td>International Verified</td>
<td>ARTC</td>
<td>MARCH</td>
<td>Architecture</td>
<td>13,440.00</td>
<td>850.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Joseph</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ARTC</td>
<td>MARCH</td>
<td>Architecture</td>
<td>10,560.00</td>
<td>850.00</td>
</tr>
<tr>
<td>00000000X</td>
<td>Eric</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>Out of State Verified</td>
<td>ARTC</td>
<td>MARCH</td>
<td>Architecture</td>
<td>10,560.00</td>
<td>850.00</td>
</tr>
</tbody>
</table>
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

Type in the name of the Banner Form you want to view. Press enter or select the screen from the drop down box.
Click the “x”

This will occur on your first access a screen that starts with a T. In this case TSICSRV or TSAAREV)
Student Example - TSICSRV
This screen provides a student account charge and payment summary

- Enter Student UID#
- Click Go
Student Example - TSICSRV

This screen provides a student account charge and payment summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Term</th>
<th>Aid Year</th>
<th>Period</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Course Fee</td>
<td>201980</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GA Dept Tuition Assistance</td>
<td>201980</td>
<td>1920</td>
<td>201980</td>
<td>5,373.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GA Master-Intl Tuilt Asst</td>
<td>201980</td>
<td>1920</td>
<td>201980</td>
<td>3,456.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Center Service-58370</td>
<td>201980</td>
<td></td>
<td></td>
<td></td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>Tuition-UG TN eCampus</td>
<td>201980</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition-TN eCampus Non-Res</td>
<td>201980</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition-GRAD International</td>
<td>201980</td>
<td></td>
<td></td>
<td>8,064.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Service Fee-GR</td>
<td>201980</td>
<td></td>
<td></td>
<td>765.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Enter Student U ID#

Enter applicable term 202080
SFAREGS

Provides Student Course/Fee Assessment query-Displays student registration

Enter applicable term For this example 202080

Enter Student UID#
SFAREGS
Provides Student Course/Fee Assessment query-Displays student registration

Bill Hours per course
Total Credit Hours & Total Bill Hours
**TSAAREV**

Student Transactional Amounts by Date

---

### Account Details

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Term</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
<th>Source</th>
<th>Effective Date</th>
<th>Transaction Date</th>
<th>Aid Year</th>
<th>Period</th>
<th>Receipt</th>
<th>Original Charge</th>
<th>Contract Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000</td>
<td>GA Dept Tuition Assistance</td>
<td>201900</td>
<td>3,450.60</td>
<td>6.00</td>
<td>F</td>
<td>08/29/2019</td>
<td>06/20/2015</td>
<td>1920</td>
<td>201900</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TGRI</td>
<td>Tuition-GRAD International</td>
<td>201900</td>
<td>2,688.00</td>
<td>6.00</td>
<td>R</td>
<td>08/19/2019</td>
<td>06/19/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TGRU</td>
<td>University Service Fee-GR</td>
<td>201900</td>
<td>255.00</td>
<td>6.00</td>
<td>R</td>
<td>08/19/2019</td>
<td>06/19/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NG53</td>
<td>Health Center Service 58370</td>
<td>201900</td>
<td>30.00</td>
<td>6.00</td>
<td>T</td>
<td>08/16/2019</td>
<td>06/15/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TGRI</td>
<td>Tuition-GRAD International</td>
<td>201900</td>
<td>2,688.00</td>
<td>6.00</td>
<td>R</td>
<td>08/19/2019</td>
<td>06/19/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TGRU</td>
<td>University Service Fee-GR</td>
<td>201900</td>
<td>255.00</td>
<td>6.00</td>
<td>R</td>
<td>08/19/2019</td>
<td>06/19/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TGRI</td>
<td>Tuition-GRAD International</td>
<td>201900</td>
<td>2,688.00</td>
<td>6.00</td>
<td>R</td>
<td>08/19/2019</td>
<td>06/19/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TGRU</td>
<td>University Service Fee-GR</td>
<td>201900</td>
<td>-255.00</td>
<td>6.00</td>
<td>R</td>
<td>08/19/2019</td>
<td>06/19/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TGRI</td>
<td>Tuition-GRAD International</td>
<td>201900</td>
<td>2,688.00</td>
<td>6.00</td>
<td>R</td>
<td>08/19/2019</td>
<td>06/19/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Balance Details

<table>
<thead>
<tr>
<th>Balance</th>
<th>Authorized Aid</th>
<th>Balance</th>
<th>NSF</th>
<th>Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>60.00</td>
<td>0.00</td>
<td>0.00</td>
<td>C</td>
<td>0</td>
</tr>
</tbody>
</table>
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!