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Administrative Process Improvement Project
Improvements/Recommendations
Graduate Assistant Appointments

The team has completed the mapping of the 'AS IS' and 'TO BE' state for improving the GA appointment process. Below are the team's recommendations to streamline, improve timing and enhance the eContract process. In order to implement the new changes the team is requesting IT technical support to analyze the feasibility of creating the Banner EPAF records by collecting the information from the eContract data base, thus eliminating duplication of data entry.

IMPROVEMENTS:

EContract enhancements:
- Eliminate the option to cover tuition in percentages (0, 50 or 100).
- Tuition waivers will be entered in maximum dollar amount only.
- Compliance/Validation fields will be added from Banner Student:
    - Academic standing
    - GPA
    - Degree Level (Master/Doctoral)
    - Visa Code
    - CWSP eligible
- Specific criteria will be determined that will validate if a student is qualified for a GA appointment. If the criteria are not met, the eContract cannot be created.
- Validate based on stipend work hours that minimum pay rates are applied.
- All signatures will be collected on the eContract; student, departmental and Graduate Office, eliminating signature approvals on the EPAF. This will allow the Bursar office to post tuition waivers in a timelier manner.
- Student tuition waivers will be updated in Banner in a timely manner, based on when the eContract is approved by Graduate Office.

Reports:
- Argos exception report will be created to assist Graduate School in trouble shooting errors.
- Argos exception report to be run prior to payroll process to show GA with contract and not registered for classes.

AUTOMATION OF EPAF RECOMMENDATIONS:

Create Banner EPAF from eContract database:
- Team recommends that Banner EPAFs be generated systematically by reading the eContract database and pushing the data into Banner, eliminating the manual process of creating EPAF forms.
- IT to create a batch process to create EPAFs based on effective date on the eContract.
- IT to create process that would create the Student Accounts Receivable record for the tuition waiver from the eContract database.

Projected go live with new process: April 2015