



From: Jim Kierulff, Interim Dir. Graduate School Services
Date: December 9, 2014
To: Project Management Group
Re: Graduate Student Appointment Process Team

Basic Assumptions:

- The past method for determining tuition waivers is not effective with the new SRI budget model.
- The eContract does not allow flexibility for departments to define the amount to be applied for tuition waivers.
- Training departmental users is not required, therefore misunderstandings of the GA contract processes have continued, causing processing errors. These errors require staff time to correct.
- Some departments do not adhere to deadlines, causing constraints for timely processing to meet tuition and payroll deadlines.
- Students are not required to register in a timely manner, therefore EPAFs generated in these cases cannot be approved, and tuition waivers cannot be applied efficiently.

Synopsis of GA eContract Changes:

- The eContract was modified into a format that is easier to read, containing clearer instructions to follow, and is more intuitive to use.
- Contract language revisions.
- Section on-line help is being developed.
- Graphical reports for departments and executives will be provided.
- Tuition waivers will be entered in maximum dollar amounts, only.
- Students will be validated if they are qualified for a GA appointment. If the criteria values are not met, the eContract cannot be created, reducing the number of EPAFs returned for correction.
- Criteria compliance/validation fields added from Banner Student:
 - Academic Standing
 - Cumulative GPA
 - Degree Level (Master/Doctoral)
 - Degree Status
 - Visa Code (tbd)
 - CWSP eligible
- Validate stipend work hours meet minimum pay rates.

- Provides departments flexibility to use limited GA funds to attract the maximum number of students.
- The eContract will be mobile friendly.

Reports Created:

- An Argos exception report will be created to assist the Graduate School in discovering errors prior to reviewing individual contracts.
- An Argos exception report will be run prior to payroll processing that will show GAs who have yet to register for classes.

Team Recommendations:

- All signatures will be collected on the eContract, student, departmental and Graduate School, eliminating signature approvals on the EPAF.
 - This will allow the Bursar's Office to post tuition waivers to student's accounts in a timely manner.
 - New validations will be added to the eContract that confirm student eligibility
 - Reduce the number of EPAFs returned due to Graduate School review and approval prior to EPAF creation.
 - Approvals will mirror the Part-Time faculty approval process and approval changes to Faculty Summer Comp eContracts, which will be modified spring 2015.
- All originators are required to attend training before they are granted security access to generate eContracts.
- University Counsel to review final contract wording.

Timeline:

- March – campus training.
- April 1st – improved eContract available for fall appointments.

Future Recommendations:

Automation of EPAF: 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. Currently 2 FTE are needed to enter the EPAFs during peak seasons.
- We request that IT will create a batch process which will build EPAFs based on effective date on the eContract.

Automate creation student tuition accounts receivable record:

- We request that IT create a process that will generate the student tuition waiver A/R record from the eContract database. (Similar to the process requested by the Employee Educational Benefit Process Team).