

A decorative graphic consisting of three blue circles of varying sizes and two thin blue lines. One line starts from the top left and passes through the top-left edge of the largest circle. The other line starts from the top right and passes through the top-right edge of the largest circle. The circles are arranged in a roughly triangular pattern, with the largest one at the bottom right, a medium one at the top center, and a small one in the middle.

Online Graduate Payroll System User Manual

Grad PA Manual

This Manual provides step-by-step instructions for connecting to the graduate payroll system, entering and revising stipends information and adding or modifying tuition awards.

Cindy Wilkes
1/31/2012

Online Graduate Payroll System Log In:

- Log into WebApps
- Select the HR/Payroll tab
- Under Web Entry click on **Graduate Payroll Authorization Form**
- The main menu will appear with two sections
 - Graduate Payroll Authorization Form section for Initiators.
 - Graduate PAs Awaiting Your Approval section for Approvers.

Graduate PA *TEST PHASE 3 PILOT*

Banner Document	Start Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Student	Status	Action
	06/28/2010					Clear New DoC
20100518114241	05/18/2010	test			IN PROGRESS	Modify Delete
20100519104848	05/19/2010	test		Lin, Adam Y	IN PROGRESS	Modify Delete Print PA
GR000231	05/12/2010	test		Terentyev, Igor Sergeyeovich	IN PROGRESS	Modify Delete Print PA
GR000249	05/19/2010	test		Sayyad, Arshad Shahidakhtar	IN PROGRESS	Modify Delete Print PA
GR000285	05/25/2010	test		Wan, Yifei	IN PROGRESS	Modify Delete Print PA

Banner Document	Start Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Student	Status	Action
GR000314	06/01/2010	ADMINSYSTEMS TEST	ASYSTEST	Cuchiarra, Michael Paul	approval requested by MAJ1 on 17-JUN-2010	Display PA Print PA
GR000322	06/17/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 17-JUN-2010	Display PA Print PA
GR000324	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000325	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000326	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000327	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000328	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000334	06/25/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 25-JUN-2010	Display PA Print PA

PWEPAGRAD Installed 06/21/2010 15:05:24 devl - Created 05/29/2010

Administrative Systems | Submit a Request/Problem
Administrative Systems 250 Allen Center, MS 97 ©2000 Rice University

To create a new PA

- Enter a description up to 35 characters
- Enter a department reference (optional)
- click on “New Document”

Student information section:

Enter student ID number and click “Add”

If ID number is unknown enter student's last name and search by clicking on Grad student Search, select student from list and click "Add".

Graduate Payroll Authorization Form			
Go To: Student Info :: Remarks			HELP
Date Prepared	Description	Document #	Status
01/26/2012	test	GR006886	IN PROGRESS
Contact Info: Top			
Student Info: Top			
Student ID		Action	
Enter ID (or Last Name for Grad Student Search):		Grad Student Search	Add Clear
Type of Action: Top			

Form automatically populates the student information.

Type of Action Section:

Select the type of action and click "Add". There are five types of actions to choose from.

1. First Appointment (will only appear for first appointments)
2. New Action for continuing student
3. Revision of previous submitted stipend appointment
4. One-time payment
5. Termination of Stipend

Type of Action: Top	
<input checked="" type="radio"/> First appt as Rice grad student <input type="radio"/> Revision of prev. submitted stipend appt <input type="radio"/> One-Time Pay	<input type="radio"/> New action, continuing student <input type="radio"/> Termination of Stipend <input type="button" value="Add"/>

First Appointment Process

- Select First appt as Rice grad student radio box and click "Add"
- Current/Future Stipend Support section will automatically populate
- Click ***New/Revised Stipend*** (on the right) to enter new payroll information
- *N* will appear in the action box for new action
- Enter begin date (1st or 16th) using MM/DD/YYYY or MM/DD/YY date format
- Enter end date (15th or the last day of the month) using MM/DD/YYYY or MM/DD/YY date format
- Form automatically calculates # of months
- Enter **\$/month** or **Total \$ for period** (system will calculate un-entered amount)
- Enter **fund number**
- Enter **organization code**
- Enter **account code**
- Form automatically pulls in the program code, Activity code, Location code and PI (if available)

- Select *title from drop down box: Rice Fellow, Research Asst., Teaching Asst. or Enter Title*
- Form automatically enters services rendered Y (yes) or N (no)
- Click **Add**
- Enter remarks
- Click **Add**
- In the tuition support section click on “New Support”
- Enter fellow tuition award at appropriate tuition rate
- Click “Add”

New Action for continuing student

- Select New action, continuing student radio box and click “Add”
- Form populates current stipend distribution designated by a “C” in the action column and shaded in gray
- Click **New/Revised Stipend** to enter new payroll information

Type of Action: Top																		
New action, continuing student																Change		
Current/Future Stipend Support: Top																		
Student Payroll History Personnel Action Job History																		
Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time payment is made, put '1X' in Action. Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format. \$/Month OR Total \$ for period needs to be entered by user. Only future pay is displayed in this section. To change past pay, use the Payroll History section.																		
Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services	Action	
1	C	08/01/2011	06/30/2012	11	1,454.55	16,000.00	A1	246207	60820	AID				Provost Fellow	00			New/Revised Stipend
Next available begin date:				01-FEB-12		Total Current Monthly Stipend:				\$ 1,454.55		Total New Monthly Stipend: \$ 1,454.55						

- N in the action box for new action will appear
- Enter begin date (1st or 16th) using MM/DD/YYYY or MM/DD/YY date format
- Enter end date (15th or the last day of the month) using MM/DD/YYYY or MM/DD/YY date format
- Form automatically calculates # of months
- Enter **\$/month** or **Total \$ for period** (system will calculate un-entered amount)
- Enter **fund number**
- Enter **organization code**
- Enter **account code**
- Form automatically pulls in the program code, Location code and PI (if available), you can also enter activity code and location code if applicable
- Select *title from drop down box: Rice Fellow, Research Asst., Teaching Asst. or Enter Title*
- Form automatically enters services rendered Y (yes) or N (no)
- Click **Add**

Type of Action: Top
 New action, continuing student Change

Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time payment is made, put '1X' in Action. Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format. \$/Month OR Total \$ for period needs to be entered by user. Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services Rendered?
1	C	08/01/2011	06/30/2012	11	1,454.55	16,000.00		A1	246207			60820	AID		Provost Fellow	00
Line No.	Action	Begin Date	End Date		\$/month	Total \$/for period	Fund	Orgn	Acct		Actv	Locn	Title			Action
	N	02/01/12	06/30/2012		500		A1	246000	60820		GPS	R3C034	Rice Fellow			<input type="button" value="Add"/> <input type="button" value="Clear"/>

Next available begin date: 01-FEB-12 Total Current Monthly Stipend: \$ 1,454.55 Total New Monthly Stipend: \$ 1,454.55

- Enter remarks in the Remarks section
- Click **Add**
- In the tuition support section, verify that the tuition support (Tuition for RA, Tuition for TA or Department Tuition award which is a fellow award) matches the stipend type.
- If stipend type and tuition type are different, adjust the tuition by clicking on “New Support”
- Select the appropriate tuition award and enter the proper rate
- Click “Add”

Tuition Support: Top

Academic Year: 2011 - 2012 Award Code: RCMAF1 Award Description: Chemistry Tuition Award Fall Amount: 0 Spring Amount: 0

Academic Year: 2011 - 2012 Award Code: RGSARA Award Description: Tuition for RA Fall Amount: 970 Spring Amount: 0

Academic Year	Award Code		Fall Amount	Spring Amount	
1112	<input checked="" type="radio"/> Fellow waiver <input type="radio"/> RA Waiver (RGSARA) <input type="radio"/> TA Waiver (RGSATA) <input type="radio"/> Student pays <input type="radio"/> Direct bill by cashier's office to outside agency. (Please explain in Remarks section) <input type="radio"/> Other (Please explain in Remarks section)		970	0	<input type="button" value="Add"/> <input type="button" value="Clear"/>

Revision of previous submitted stipend appointment

- Select Revision of prev. submitted stipend appt. radio box and click “Add”
- You will be prompted to answer two questions:
 1. Revision of current semester tuition support? (Yes or No)
 2. Do you want to change a stipend starting before the next available begin date? (Yes or No)
- Form populates current stipend distribution designated by a “C” in the action column and shaded in gray
- Click **New/Revised Stipend** on the line you wish to revise and enter new payroll information

Type of Action: Top
 New action, continuing student Change

Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time payment is made, put '1X' in Action. Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format. \$/Month OR Total \$ for period needs to be entered by user. Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services	Action
1	C	08/01/2011	06/30/2012	11	1,454.55	16,000.00	A1	246207	60820					Provost Fellow	00		<input type="button" value="New/Revised Stipend"/>

Next available begin date: 01-FEB-12 Total Current Monthly Stipend: \$ 1,454.55 Total New Monthly Stipend: \$ 1,454.55

- R will appear in the action box , enter the line number you are revising after the R (Example: R1 indicates revising line 1)
- Enter begin date (1st or 16th) using MM/DD/YYYY or MM/DD/YY date format, **Note: the next available begin date is the earliest you can revise stipends in the Current / Future section.** For previous stipend revisions, use the Retroactive Payroll History for reallocation or revision section
- Enter end date (15th or the last day of the month) using MM/DD/YYYY or MM/DD/YY date format
- Form automatically calculates # of months
- Enter **\$/month** or **Total \$ for period** (system will calculate un-entered amount)
- Enter **fund number**
- Enter **organization code**
- Enter **account code**
- Form automatically pulls in the program code, Location code and PI (if available), you can also enter activity code and location code if applicable
- Select **title from drop down box: Rice Fellow, Research Asst. , Teaching Asst. or Enter Title**
- Form automatically enters services rendered Y (yes) or N (no)
- Click **Add**

Type of Action: Top																
Revision of prev. submitted stipend appt							Revision of current semester tuition support & payroll history							Change		
Current/Future Stipend Support: Top																
<input type="button" value="Student Payroll History"/> <input type="button" value="Personnel Action Job History"/>																
Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time payment is made, put '1X' in Action. Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format. \$/Month OR Total \$ for period needs to be entered by user. Only future pay is displayed in this section. To change past pay, use the Payroll History section.																
Line. No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services Rendered?
1	C	08/01/2011	06/30/2012	11	1,454.55	16,000.00	A1	246207	60820				AID	Provost Fellow		00
Line. No.	Action	Begin Date	End Date		\$/month	Total \$/for period	Fund	Orgn	Acct	Actv	Locn		Title			Action
R1		02/01/2012	06/30/2012		1600.00		A1	246207	60820				Provost Fellow			<input type="button" value="Add"/> <input type="button" value="Clear"/>
				Next available begin date: 01-FEB-12				Total Current Monthly Stipend: \$ 1,454.55				Total New Monthly Stipend: \$ 1,454.55				

If you are revising payroll prior to the next available begin date use the Retroactive Payroll History Section. You can revise payroll line by line in this section or by a block of lines. Indicated a block with a forward slash between the R line numbers (R21/R26) and include the date range (10/16/11 to 1/31/12) .

- Enter revisions as indicated above
- Click “Add”

Type of Action: Top																		
Revision of prev. submitted stipend appt										Revision of current semester tuition support & payroll history							Change	
Current/Future Stipend Support: Top																		
<input type="button" value="Student Payroll History"/> <input type="button" value="Personnel Action Job History"/>																		
Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time payment is made, put 'IX' in Action. Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format. \$/Month OR Total \$ for period needs to be entered by user. Only future pay is displayed in this section. To change past pay, use the Payroll History section.																		
Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services	Action	
1	C	08/01/2011	06/30/2012	11	1,454.55	16,000.00	A1	246207	60820	AID				Provost Fellow	00		<input type="button" value="New/Revised Stipend"/>	
2	R1	02/01/2012	06/30/2012	5	1,600.00	8,000.00	A1	246207	60820	AID				Provost Fellow	00	N	<input type="button" value="Change/Delete"/> <input type="button" value="New/Revised Stipend"/>	
Next available begin date:					01-FEB-12		Total Current Monthly Stipend:					\$ 1,454.55		Total New Monthly Stipend: \$ 1,600.00				
Retroactive Payroll History for reallocation or revision : Top																		
Line.No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for Period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Action		
21	H	10/16/2011	10/31/2011	.5	1,454.54	727.27	A1	246207	60820	AID				Provost Fellow	00			
22	H	11/01/2011	11/15/2011	.5	1,454.54	727.27	A1	246207	60820	AID				Provost Fellow	00			
23	H	11/16/2011	11/30/2011	.5	1,454.54	727.27	A1	246207	60820	AID				Provost Fellow	00			
24	H	12/01/2011	12/15/2011	.5	1,454.54	727.27	A1	246207	60820	AID				Provost Fellow	00			
25	H	12/16/2011	12/31/2011	.5	1,454.54	727.27	A1	246207	60820	AID				Provost Fellow	00			
26	H	01/01/2012	01/15/2012	.5	1,454.54	727.27	A1	246207	60820	AID				Provost Fellow	00			
Action	Begin date	End date	\$/Month	Total \$ for period	Fund	Orgn	Acct	Actv	Locn	Title	Action							
R21/R26	10/16/11	02/01/12	1600.00		A1	246207	60820			Provost Fellow	<input type="button" value="Add"/> <input type="button" value="Clear"/>							

- Enter remarks in the **Remarks section**
- **Click Add**
- In the tuition support section, verify that the tuition support (Tuition for RA, Tuition for TA or Department Tuition award which is a fellow award) matches the stipend type.
- If stipend type and tuition type are different adjust the tuition by clicking on “New Support”
- Select the appropriate tuition award and enter the proper rate
- Click “Add”

Tuition Support: Top									
Academic Year:	2011 - 2012	Award Code:	RCMAF1	Award Description:	Chemistry Tuition Award	Fall Amount:	0	Spring Amount:	0
Academic Year:	2011 - 2012	Award Code:	RGSARA	Award Description:	Tuition for RA	Fall Amount:	970	Spring Amount:	0
Academic Year:	1112	Award Code:	<input type="radio"/> Fellow waiver <input type="radio"/> TA Waiver (RGSATA) <input type="radio"/> Direct bill by cashier's office to outside agency. (Please explain in Remarks section) <input type="radio"/> RA Waiver (RGSARA) <input type="radio"/> Student pays <input type="radio"/> Other (Please explain in Remarks section)	Fall Amount:	970	Spring Amount:	0	<input type="button" value="Add"/> <input type="button" value="Clear"/>	

One-time payment

- Select **One-Time Pay** radio box and click “Add”
- Choose type of action: **One-Time Pay**
- **Click Add**
- Form populates current stipend distribution designated by a “C” in the action column and shaded in gray
- **Click New/Revised Stipend** to enter new payroll information
- **IX** in the action box for one time pay will appear
- Enter end date (15th or the last day of the month) using MM/DD/YYYY or MM/DD/YY date format, this will be the one-time payment pay date

- In the Total \$/for period enter *one-time pay amount*
- Enter *fund number*
- Enter *organization code*
- Enter *account code*
- Enter *title: Rice Fellow, Research Asst., Teaching Asst. or Enter Title*
- Form automatically pulls program code, PI and enters services rendered Y (yes) or N (no)
- Click *Add*
- Enter remarks

Termination of stipend

- Choose type of action: *Termination of Stipend*
- Click *Add*
- Form will ask a series of questions:
- Termination Date, enter using *MM/DD/YYYY or (YY) must be on the 15th or the last day of the month*
- Is student leaving Rice? Choose *Yes* or *No*
- If yes, why? Choose *Completed degree, Withdrawn, Leave of Absence, Other - Please explain in remarks*
- Click *Add*
- Enter remarks to explain termination, especially if not leaving Rice
- **No further action needed**, the termination date terminates all future stipend distributions

Note: If you need to pay a student for a partial pay period, process a separate PA prior to the termination PA. Do not enter zero dollars (\$00) for a pay period, Banner will not accept zeros.

Other Form Features:

- Initiator information automatically populates
- Student information automatically populates
- Current stipend support is indicated by a “C” in the action column, information is pulled directly from Banner
- Previous stipend support is indicated by a “H” for History in the action column, information is pulled directly from Banner
- Budget status link for funding will take you to the web apps page of the funding budget
- Title drop down box
- Fund activity and location codes
- Lists PI on funding source
- Completed certification are listed in the student section
- Student gender is listed

Date Prepared	Description	Document #	Status
03/29/2012	test	GR007247	IN PROGRESS

Contact Info: Top

Department Contact Person:	Wilkes, Cynthia (Approvals)	Phone #:	5812
Department Initiating PA:	Graduate & Postdoctoral Studies	Mail Stop:	MS-13
Graduate Student Advisor:	Niedzielski, Nancy A.	Graduate Student Advisor Home dept:	Linguistics

Student Info: Top

Last Name:	██████	First Name:	██████	Middle Name:	Marie	Student ID#:	██████	Gender:	Female	Change Student
Citizen:	Y	Home department:	Linguistics	Home dept org #:	078000	Degree Program:	PHD	Start Term:	Fall07	
Major:	Linguistics	Ins PR Ded:	Y	RCR Certif:	NONE					

Type of Action: Top

Revision of prev. submitted stipend appt	NO	Change
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Current/Future Stipend Support: Top Student Payroll History Personnel Action Job History

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2).
 If one-time payment is made, put '1X' in Action.
 Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format.
 \$/Month OR Total \$ for period needs to be entered by user.
 Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Services Rendered?
1	C	04/01/2012	05/15/2012	1.5	55.65	83.48	G80268		379000			60820	IDR1		Rice Fellow	00
2	C	04/01/2012	05/15/2012	1.5	1,711.02	2,566.53	G80164		303000			60820	AID		Rice Fellow	00
	R2	04/01/2012	05/15/2012		1711.02		A1	246200				60820				
													Next available begin date: 01-APR-12		Total Current Monthly Stipend: \$.00	

Rice Fellow
 Enter Title
 Rice Fellow
 Research Assistant
 Teaching Assistant

Retroactive Payroll History for reallocation or revision: Top

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for Period	Fund	Orgn	Acct	Prog	Actv	Locn	PI Name	Title	Job#	Action
----------	--------	------------	----------	----------	----------	---------------------	------	------	------	------	------	------	---------	-------	------	--------

Remarks: Explain the reason for the PA (always complete this area) Top

Line No.	Text	Action
		Add Clear

Remarks Section:

Always enter remarks to help explain the action you are processing. To enter remarks, type in explanation and click add.

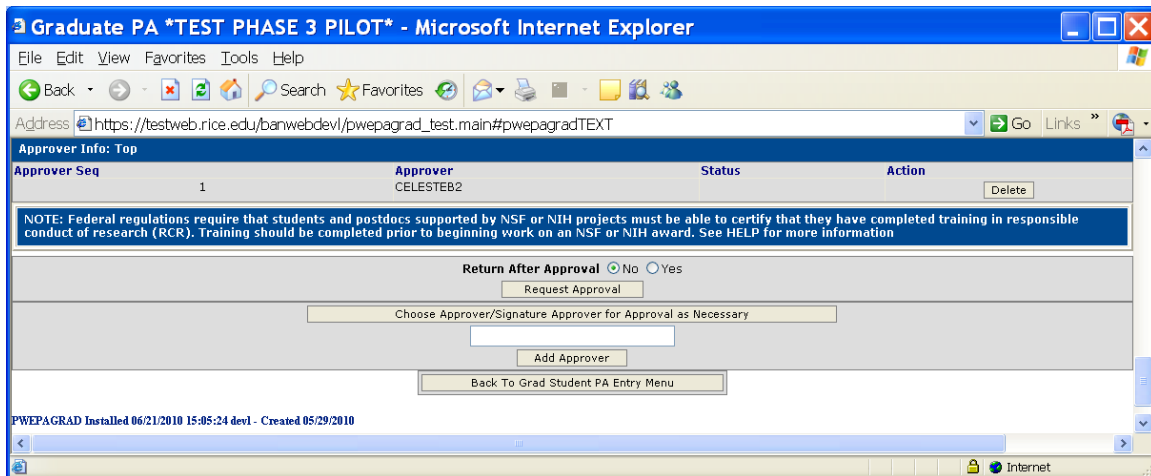
Remarks: Explain the reason for the PA (always complete this area) Top		
Line. No.	Text	Action
	Revising spring stipend, student received a NIH training grant beginning Jan. 1st.	Add Clear

Tuition Support:

Tuition Support: Top				
Academic Year	Award Code	Award Description	Fall Amount	Spring Amount
2010 - 2011	RGSARA	Tuition for RA	920	920
1011	<input checked="" type="radio"/> Fellow waiver <input type="radio"/> RA Waiver (RGSARA) <input type="radio"/> TA Waiver (RGSATA) <input type="radio"/> Student pays <input type="radio"/> Direct bill by cashier's office to outside agency. (Please explain in Remarks section) <input type="radio"/> Other (Please explain in Remarks section)		00	920
			Add	Clear

- Tuition Support section pulls the current tuition distribution from Banner - shaded in gray
- Watch for prompts: “**Tuition waiver may need to be adjusted**” in red writing
- Change tuition if appropriate by clicking the *New Support* button
- Select new tuition support:
 - *Fellow Waiver*
 - *RA Waiver (RGSARA)*
 - *TA Waiver (RGSATA)*
 - *Student pays*
 - *Direct bill by cashier's office to outside agency (Please explain in Remarks section)*
 - *Other (Please explain in Remarks section)* use when grant pays tuition-include fund, org and dollar amount in remarks
 - Enter *Fall* and/or *Spring tuition* being adjusted
 - Click *Add*
 - To add additional support click *New Support*, enter *tuition distribution*, and click *Add*

Approval Process



- **Electronic Approval** - Once the PA form is completed, route electronically for approvals.
 1. **Choose Approver Button**– To select an approver, enter approver’s web apps approver name or their last name or a portion of their last name in the approver box and click **Choose Approver**. A list of possible approvers will display, select appropriate approver.
 2. **Add Approver Button** – Once an approver is selected, click **Add Approver** to enter into the approval sequence.
 3. **Request Approval Button** – Once all approvers have been added to the approver sequence, click **Request Approval** to send PA to the first approver in the sequence.
 4. After all approvers have approved the PA it will automatically forward to GPS, then Research Accounting, and then to Payroll.
 5. **Return After Approval Radio Button**- Select “yes” to have PA electronically returned to you after approval. If you choose this option, you must go back into the system to send PA to the next approver or GPS (**we do not recommend this option to avoid forgotten PAs**). This button automatically defaults to “No”.
 6. **PA Reminder Date** – Select this option to have a notification sent to you (the initiator) if the PA has not been processed by a particular date.

***Signature authority required** – When processing payroll on a fund outside your department Org, an additional approver will be required. This will be indicated by red asterisk on the appropriate line and a note - ***Signature authority required**.

Current stipend support is listed with 'C' in Action. If new appt, put 'N' in Action; if revision, put 'R' and the current line number that is being revised (ie. R1, R2). If one-time pay '1X' in Action. Begin and End Dates are required fields and MUST be entered using MM/DD/YYYY OR MM/DD/YY format. \$/Month OR Total \$ for period needs to be entered by user. Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog Title	Job#	Services Rendered?	Action
*1	C	04/16/2010	08/15/2010	4	2,000.00	8,000.00	D72941	778000	60820			AID	Grad Research Assistant	02		New/Revised Stipend
*2	R1	07/01/2010	08/15/2010	1.5	2,000.00	3,000.00	A1	778000	60820			AID	Rice Fellow	02	N	Change/Delete

Next available begin date: 01-JUL-10
Total Current Monthly Stipend: \$ 2,000.00
Total New Monthly Stipend: \$ 2,000.00

Retrospective Payroll History for reallocation or revision : Top

Line.No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for Period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog Title	Job#	Action
21	H	03/16/2010	03/31/2010	.5	2,000.00	1,000.00	R38020	726000	60850			Ajayan, Pulickel M.	RCH	Research Assistant	02
22	H	05/01/2010	05/15/2010	.5	2,000.00	1,000.00	R72940	726000	60850			Vajtai, Robert	RCH	Research Assistant	02
23	H	05/01/2010	05/15/2010	.5	2,000.00	1,000.00	R72940	726000	60850			Vajtai, Robert	RCH	Research Assistant	02
24	H	05/16/2010	05/31/2010	.5	-338.00	-169.00	D72941	778000	60820			Vajtai, Robert	AID	Research Assistant	02
25	H	05/16/2010	05/31/2010	.5	2,000.00	1,000.00	D72941	778000	60820			Vajtai, Robert	AID	Research Assistant	02

*Signature authority required

Electronic Signatures

Electronic signatures will display on the PA when routed for approvals and on the PA PDF. Approvers will be legible as: Approver ID, full name, status and date approved.

Approvals

Approver Seq	Approver ID	Approver Name	Status	Date
1	JMR3	Randall, John M.	APPROVED	06/18/2010

Rejected PA

- If a PA is rejected for any reason, it will return to the initiator's queue with the rejecter's ID and the date rejected. The initiator will also receive an email notification of this action.

Graduate PA *TEST PHASE 3 PILOT*

Banner Document	Start Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Student	Status	Action
20100519104848	06/30/2010					Clear New DOC
20100519104848	05/19/2010	test		Lin, Adam Y	IN PROGRESS	Modify Delete Print PA
GR000231	05/12/2010	test		Terentyev, Igor Sergeevich	IN PROGRESS	Modify Delete Print PA
GR000249	05/19/2010	test		Sayyad, Arshad Shahidakhtar	IN PROGRESS	Modify Delete Print PA
GR000285	05/25/2010	test		Wan, Yifei	user approval rejected by CELESTEB2 on 29-JUN-2010	Modify Delete Print PA
GR000338	06/29/2010	test		Sayyad, Arshad Shahidakhtar	IN PROGRESS	Modify Delete Print PA

- The rejected PA will contain comments so the initiator can make the appropriate corrections.

Graduate PA *TEST PHASE 3 PILOT*

Only future pay is displayed in this section. To change past pay, use the Payroll History section.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog Title	Job#	Services Rendered?	Action
1	N	07/01/2010	08/15/2010	1.5	2,000.00	3,000.00	A1	246000	60820			AID	Rice Fellow		N	Change/Delete New/Revised Stip
					Next available begin date:	01-JUL-10	Total Current Monthly Stipend:			Total New Monthly Stipend:			\$ 2,000.00			

Retroactive Payroll History for reallocation or revision : Top

Line.No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for Period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog	Title	Job#
Remarks: Explain the reason for the PA (always complete this area)Top															
Line. No.	Text	Action													
1	PA DISAPPROVED BY :CELESTEB2.DISAPPROVAL REASON: Please correct fund/org.	Add Clear Change/Deletes													

Tuition Support: Top

Academic Year: 2009 - 2010 Award Code: RGSARA Award Description: Tuition for RA Fall Amount: 875 Spring Amount: 875 New Support

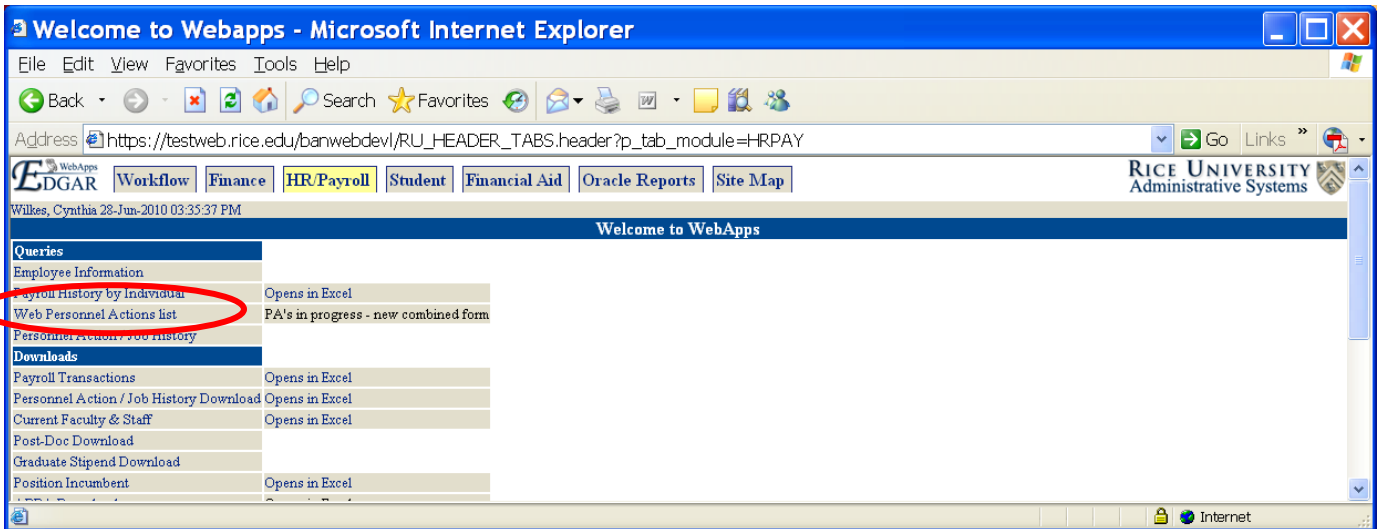
Approver Info: Top

Approver Seq	Approver	Status	Action
NOTE: Federal regulations require that students and postdocs supported by NSF or NIH projects must be able to certify that they have completed training in responsible product of research (RCP). Training should be completed prior to beginning work on an NSF or NIH award. See HEPB for more information.			

- Once the PA is modified, it must be re-routed to all approvers again.

Archived Items

- Completed PAs (defined as, PAs approved by department(s), GPS, Research Accounting and Payroll) will be ‘archived.’
- Archived PAs will disappear from the initiator’s queue.
- All archived PAs can be search for in the ‘*Web Personnel Actions List*’ on the HR/Payroll tab of web apps.
- **Both the initiator and other department users can search for department PAs.**



Web Personnel Actions List (under Queries on HR/Payroll tab)

- **PA searchable fields** are by: Dates, Fund, Org, Initiator, Student, PI, and/or Advisor.
- The **Graduate Payroll Authorization button** must be selected.
- Select the Graduate PA status whether the PA is **In Progress, Completed or All**. Completed PAs will display “completed” at the bottom of the PDF.
- Archived PAs, they will no longer show on the initiator’s grad PA menu.

Web Personnel Actions List		
	From	To
Last Transaction Date (MM/DD/YYYY):	<input type="text" value="03/25/2011"/>	<input type="text" value="03/25/2011"/>
Fund Code (Leave blank to select all):	<input type="text"/>	<input type="button" value="List Funds"/>
Orgn Code (Leave blank to select all):	<input type="text"/>	<input type="button" value="List Orgns"/>
Initiator (Leave blank to select all):	<input type="text"/>	<input type="button" value="List Initiators"/>
ID (or Last Name for Employee Search):	<input type="text"/>	<input type="button" value="Employee Search"/>
Document Type:	<input checked="" type="radio"/> Graduate Payroll Authorization ***	
*** Additional parameters for Graduate PAs		
PI (ID or Last Name Search):	<input type="text"/>	<input type="button" value="List Pls"/>
Advisor (ID or Last Name Search):	<input type="text"/>	<input type="button" value="List Adv"/>
Graduate PA Status:	<input checked="" type="radio"/> In Progress <input type="radio"/> Complete <input type="radio"/> All	
<input type="button" value="Reset"/> <input type="button" value="Submit"/>		

WEPALIST Installed 01/26/2011 07:45:52 pprd - Created 2011/01/02

Once parameters are selected, the Web Personnel Actions List will display:

- PA document number assigned by Banner
- Employee – the student
- Document type – Graduate Payroll Authorization Form or other kind of online PA
- Initiator
- Start date – the date the PA was started
- Transaction date – the date the PA posted
- Description – entered by the initiator when the action was started
- Status – status of the PA
- Current Owner

To view PDF, click on the blue document number.

Advisor (ID or Last Name Search):	<input type="text"/>	List Adv.	
Graduate PA Status:	<input type="radio"/> In Progress	<input type="radio"/> Complete	<input checked="" type="radio"/> All
<input type="button" value="Reset"/> <input type="button" value="Submit"/>			

Banner Document	Employee	Document Type	Initiator	Start Date	Transaction Date	Description	Status	Current Owner
GR003099	Stark, Daniel	Graduate Payroll Authorization Form	Cantu, Umbe O.	28-FEB-11	25-MAR-11	Dan Stark stipend/redistribution	approval rejected by PAYROLL on 15-MAR-2011	UMBE
GR003180	Davis, Erik	Graduate Payroll Authorization Form	Louie, Sylvia	24-MAR-11	24-MAR-11	Davis	approval requested of PAYROLL on 24-MAR-2011	LOUIES
GR003181	Lewicka, Zuzanna Anna	Graduate Payroll Authorization Form	Wilkes, Cynthia (Approvals)	24-MAR-11	24-MAR-11	tuition	IN PROGRESS	CWILKES2
GR003175	Bertolusso, Roberto Lucio Maria	Graduate Payroll Authorization Form	Almendarez, Rosalva	23-MAR-11	23-MAR-11	Bertolusso-rev.Sp11 (R83940&R21530)	approval granted by PAYROLL on 23-MAR-2011	ALMENDAR
GR003176	Gallardo Palacios, Ricardo Alfonso	Graduate Payroll Authorization Form	Lawrence, Daria	23-MAR-11	23-MAR-11	Gallardo rev.AY11	approval granted by PAYROLL on 24-MAR-2011	DARIA

Approval Process for Approvers

- **Email Notification** - Approver will get an email from Admin Systems with the subject line: Graduate PA Approval Request. They can access the PA by following a link in the email, or under web entry in the HR/Payroll tab in web apps, or in the workflow tab in web apps.

Approver's Menu – When approvers log into web apps, their Graduate Payroll Authorization Form menu will have two sections.

- Top Section - PAs that have been initiated by the user (if any). For faculty and non-initiators, the top section will be blank.
- Bottom Section - PAs awaiting their approval

Initiator's Section

Banner Document	Start Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Student	Status	Action
	06/28/2010					Clear New DOC
20100518114241	05/18/2010	test			IN PROGRESS	Modify Delete
20100519104848	05/19/2010	test		Lin, Adam Y	IN PROGRESS	Modify Delete Print PA
GR000231	05/12/2010	test		Terentyev, Igor Sergeyeovich	IN PROGRESS	Modify Delete Print PA
GR000249	05/19/2010	test		Sayyad, Arshad Shahidakhtar	IN PROGRESS	Modify Delete Print PA
GR000285	05/19/2010	test		Wan, Yifei	IN PROGRESS	Modify Delete Print PA

Approver's Section

Graduate PAs Awaiting Your Approval

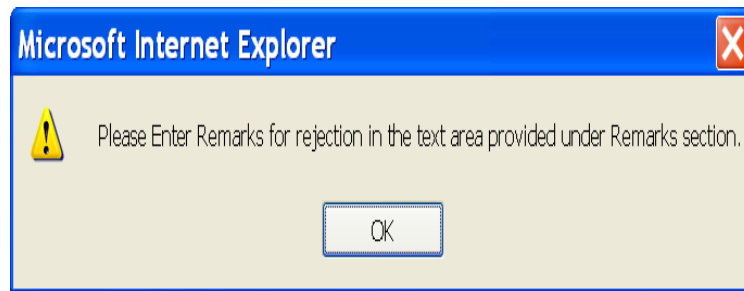
Banner Document	Start Date	Description (up to 35 chars)	Dept Ref (up to 8 chars)	Student	Status	Action
GR000314	06/01/2010	ADMINSYSTEMS TEST	ASYSYST	Cuchiara, Michael Paul	approval requested by MAJ1 on 17-JUN-2010	Display PA Print PA
GR000322	06/17/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 17-JUN-2010	Display PA Print PA
GR000324	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000325	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000326	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000327	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000328	06/18/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 18-JUN-2010	Display PA Print PA
GR000334	06/25/2010	ADMINSYSTEMS TEST		Gao, Liang	approval requested by MAJ1 on 25-JUN-2010	Display PA Print PA

PWEPAGRAD Installed 06/21/2010 15:05:24 devl - Created 05/29/2010

Administrative Systems | Submit a Request/Problem
Administrative Systems 250 Allen Center, MS 97 ©2000 Rice University

- **Approving PAs**
Once the approver has reviewed the PA, they can either approve or reject it. If there are corrections to be made, they must reject the PA with comments. The initiator will make the appropriate changes and resubmit it. Only the initiators can make changes, other than simply adding comments. **A rejected PA must be re-approved by everyone in the signature queue.**
 - **Display PA Button:** Click Display PA to review the PA. Verify time periods, funding sources, account codes, etc.

- **Approve PA button:** At the bottom of the screen, click to approve. PA will automatically forward to the next approver in line. No further action needed.
- **Reject PA button:** To reject the PA, add a comment explaining the rejection in the Remarks / Text section and click the **Reject PA** button. Comments are mandatory for a rejection so as to give instructions to the initiator. If you click Reject PA without comments, you will get this error message:



- Enter comment in the remarks box and click the **Reject PA** button again.

Line No.	Action	Begin date	End date	# Months	\$/Month	Total \$ for period	Fund	Orgn	Acct	Actv	Locn	PI Name	Prog	Title	Job#	Services Rendered?
1	C	09/01/2009	08/31/2010	12	2,075.00	24,900.00	D72941	778000	60850			IDR1	IDR1	Research Assistant	02	
2	1X		08/31/2010			100.00	D38812	778000	60850			IDR1	IDR1	Research Assistant		Y

Next available begin date: 01-JUL-10 Total Current Monthly Stipend: \$ 2,075.00 Total New Monthly Stipend: \$ 2,075.00

Remarks: Explain the reason for the PA (always complete this area)Top
 Line No. Text Action
 1 ADMIN SYSTEMS TEST. OTHER USERS PLEASE IGNORE.

Tuition Support: Top
 Academic Year: 2009 - 2010 Award Code: RGSARA Award Description: Tuition for RA Fall Amount: 875 Spring Amount: 875

Approver Info: Top
 Approver Seq Approver Status
 1 JMR3 APPROVED

NOTE: Federal regulations require that students and postdocs supported by NSF or NIH projects must be able to certify that they have completed training in responsible conduct of research (RCR). Training should be completed prior to beginning work on an NSF or NIH award. See HELP for more information

Approve PA Reject PA
 Back To Grad Student PA Entry Menu

PWEPAGRAD Installed 06/21/2010 15:05:24 dev1 - Created 05/29/2010
 Administrative Systems | Submit a Request/Problem
 Administrative Systems 250 Allen Center, MS 97 ©2000 Rice University

Automatic Email Notifications

Automatic email notifications will be sent as FYIs to the following individuals for students, who had their stipend funds changed, added or terminated:

1. The **PI** (primary investigator) of a research fund, if there is one. If there are co-PIs, it will only go to the primary PI.
2. If there is no PI on the fund, but there is a **financial manager** assigned to the fund in Banner, the financial manager will receive the notification.
3. If there is no PI or financial manager, the notification will go to the student's **advisor** (if there is one assigned in Banner).

Automatic email notification will be generated:

1. When a grad PA or reallocation has been completed and posted in Banner during the previous week.
2. One email notification per person will cover all students and all PAs completed during the given week.

The email will include a list of students who have had actions taken in the past week. The information included for each student will be:

Dear Paula Sanders,

You are receiving this notification because you are the Principal Investigator/Financial manager on a fund(s) being used to pay a graduate student stipend(s) or the Graduate advisor for a student.

The following Graduate Student Payroll Authorization(s) were processed during the period 02/14/2011-02/21/2011

Student Name :Mickey Mouse
Fund/Orgn :R3C032/246000
Fund Title :NSF GRFP
Job Title :NSF Fellow
Begin Date :01-JAN-11
End Date :31-MAY-11
Change Reason :Appointment extension
PA Doc: :GR002991
Initiator Name :Cynthia Wilkes
Initiator Phone :5812

https://webapps2.rice.edu/banweb/pwrpapdf.main?p_header_id=GR002991&p_action=QUERY

Also paid on A1 246000, Rice Fellow from 01-JAN-11 to 31-MAY-11.

Please contact the Graduate Student Payroll Authorization initiator for more information.

NOTE: Federal regulations require that students and postdocs supported by NSF or NIH projects must be able to certify that they have completed training in responsible conduct of research (RCR). Training should be completed prior to beginning work on an NSF or NIH award. RCR training is available at www.citiprogram.org, with more information about Rice RCR requirements at <http://osr.rice.edu>.

Thank you for your time and attention.

Example: PDF of a fully processed and archived PA:

Last Revised Date: 03/26/2012		Graduate Student Payroll Authorization Print Form				Document No: GR007152								
Contact Information														
Department Contact Person:		Baylor, Sandra						Phone #: 6210						
Department Initiating PA:		Civil and Environmental Engineer						Mail Stop: MS-317						
Graduate Student Advisor:		No Advisor Assigned												
Student Information														
Last Name:		First Name:		Middle Name:										
Student ID#:		Gender:		Citizen: Non-Citizen										
Citizenship Country:		Type of Visa:		Home dept org: 722000										
First semester and year in program:		Home Department:		Civil and Environmental Engineering										
Degree program:		Major: Civil Engineering												
RCR Certif:		RCR1 - 08/14/2011												
Type of Action														
Type of Action:		Termination of Stipend				Termination Date: 31-MAR-12								
Termination Reason:		Other - See remarks area below												
Current/Future Stipend Support														
Line.No.	Action	Begin Date	End Date	# months	\$/month	Total\$/period	Fund#	Org#	Account	Prog	Locn	Title	Services	
1	C	09/01/2011	05/15/2012	8.5	250.00	2,125.00	D72936	722000	60820	AID		Rice Fellow		
Total Current Monthly Stipend:				\$250.00	Total New Monthly Stipend:				\$0.00					
Remarks														
Advisor: Rouzbeh Shahsavara. Student is leaving to attend another university. Please terminate her stipend as of March 31, 2012 per Dr. Shahsavari.														
Tuition Support														
Academic Year	Award Code	Award Description						Fall Amount	Spring Amount					
Approvals														
Approver Seq	Approver ID	Approver Name			Status	Date								
1	EHJ2	Jordan, Eric			APPROVED	03/27/2012								
2	CWILKES2	Wilkes, Cynthia (Approvals)			APPROVED	03/28/2012								
3	JSMOLEN	Smolen, James Edward			APPROVED	03/28/2012								
4	BRW2	Williams, Bridgette Renee			APPROVED	03/28/2012								

Completed