PAWS

9.0 TRAINING

Remissions

Created: January, 2009

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OVERVIEW OF REMISSION PROCESSING

Fee remissions (waivers) are for a variety of reasons: graduate students with a graduate appointment may have their instructional and/or non-resident fees waived, athletes may have all or a portion of their fees waived, employees may have their segregated fees waived. This manual will provide directions on how to enter a Character Variable Remission and Y/N Flag Remissions.

GUIDELINES FOR REMISSION ENTRY

- Acceptance to the University is required.
- Enter the remission in advance of registration for courses if possible.
- Entry may be done for future terms (providing enrollment services has activated the term)
- Enter remissions prior to the cancellation of registration deadline.
- Submit new Remissions for ***prior*** terms to the Cashiers Office for entry.

AVOIDING CANCELLATION OF REGISTRATION

To avoid cancellation, all past due balances must be paid and a minimum payment of $200.00 towards the current term's fees by the payment due date. View the Bursar's web page at http://www.bfs.uwm.edu/fees:

- Select the appropriate Fee Facts
- Select Financial Obligation, Due Dates, and Minimum Payment Required

Certain remissions qualify as the minimum payment as long as the remission is applied to their account prior to the fee-tuition due date. These remissions are:

- Teaching Assistant
- Project Assistant
- Research Assistant
- Medical College/Marquette
- Fellow
- Athletic
- Music Clinic

REMISSION ENTRY RESPONSIBILITY

Remission entry occurs in Departments and in the Cashier's Office. The table below lists who is responsible for entering remissions by type of remission

Type of Remission	Entered by Department	Entered by Cashiers Office
Academic Excellence Scholarship	X	
Armed Forces	X	
Athletic Scholarships Full	X	
Athletic Scholarships Partial	X	
Athletic Scholarships % of Fees*		X
Concurrent Registration*		X
Course Specific*		X
Fellows	X	
Foreign Students	X	
Grad Appointments (TA, PA, RA)	X	
Grant Specific*		X
Illinois Scholar	X	
Jason Project	X	
Job Related Coursework*		X
Medical College of Wisconsin/ Marquette	X	
Music Clinic	X	
Professional Theatre Training Program	X	
Regents Equity 2%	X	
Regents Equity 8%	X	
Music Workshop	X	

Items with an asterisk***** must be submitted with proper documentation to the Cashier's Office.

PAWS PAGE ENTRY LOCATION BY REMISSION TYPE

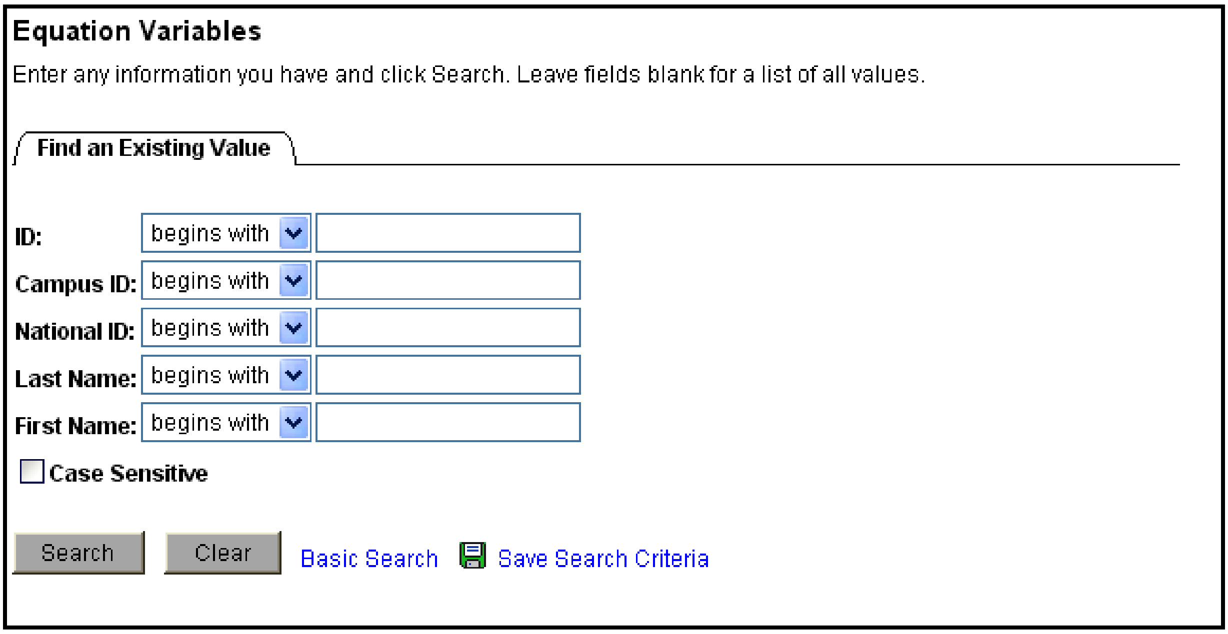
Departments will be entering Remissions on two different pages in PAWS. The table below lists each remission entered by departments and the page on which it is entered.

Type of Remission Entered by Dept.	Char Variable Page	Y/N Flag Page
Academic Excellence Scholarship	X	
Armed Forces		X
Athletic Scholarships Full	X	
Athletic Scholarships Partial	X	
Fellows	X	
Foreign Students	X	
Grad Appointments	X	
Illinois Scholar		X
Jason Project		X
Medical College of Wisconsin/ Marquette University		X
Music Clinic		X
Professional Theatre Training Program	X	
Regents Equity 2%	X	
Regents Equity 8%	X	
Music Workshop		X

ENTERING A CHARACTER VARIABLE REMISSION

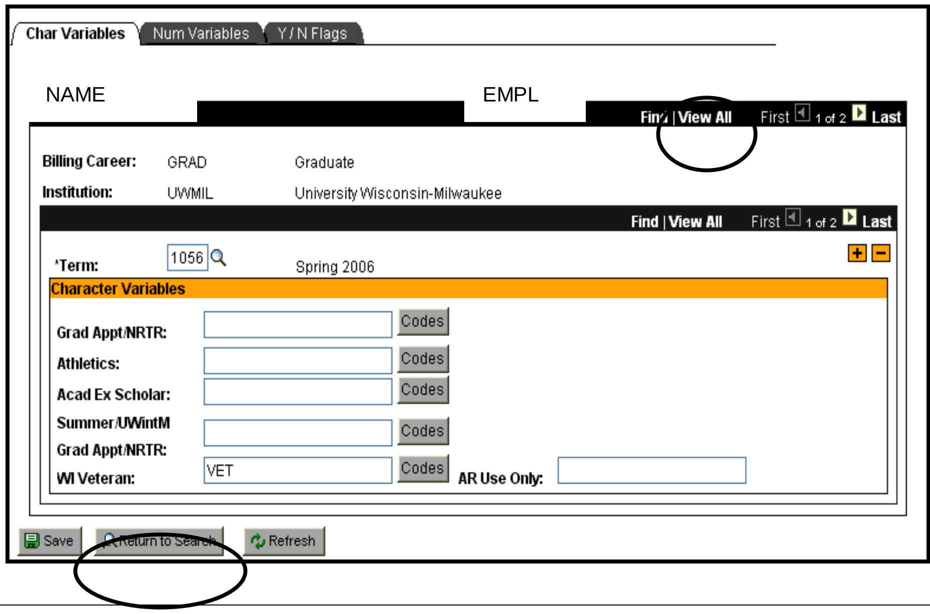
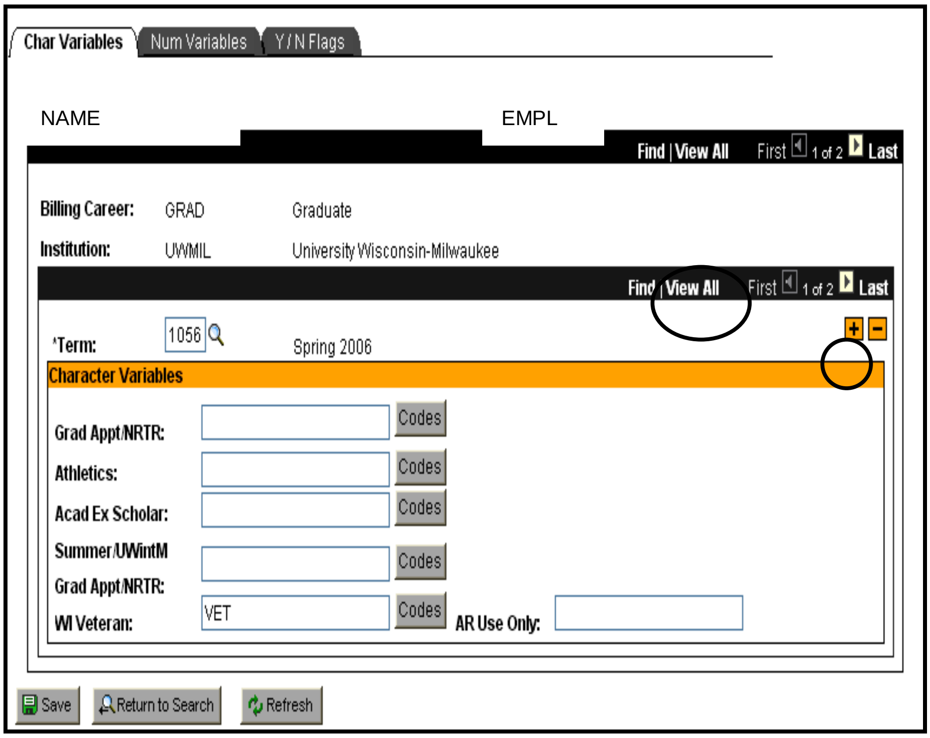
Navigation:

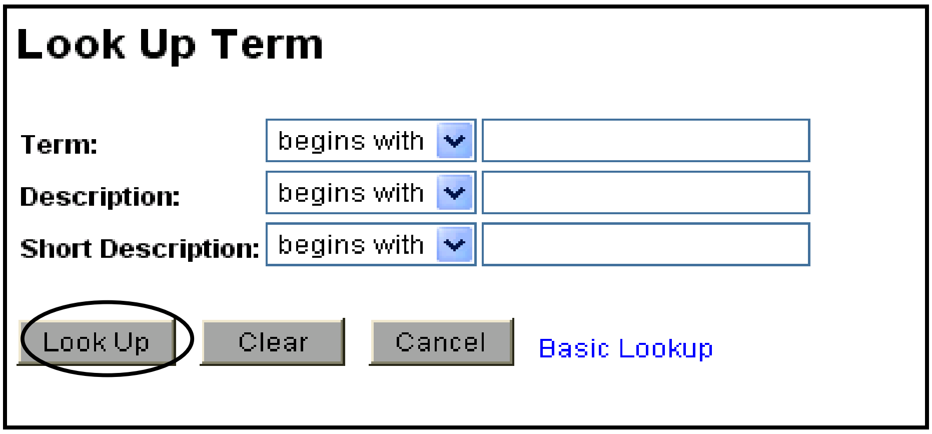
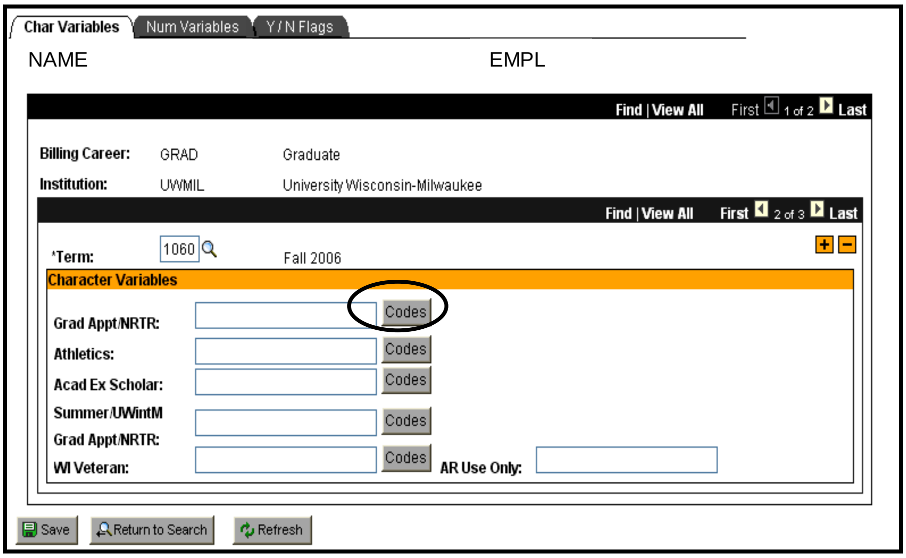
Student Financials > Tuition and Fees > Equation Variables



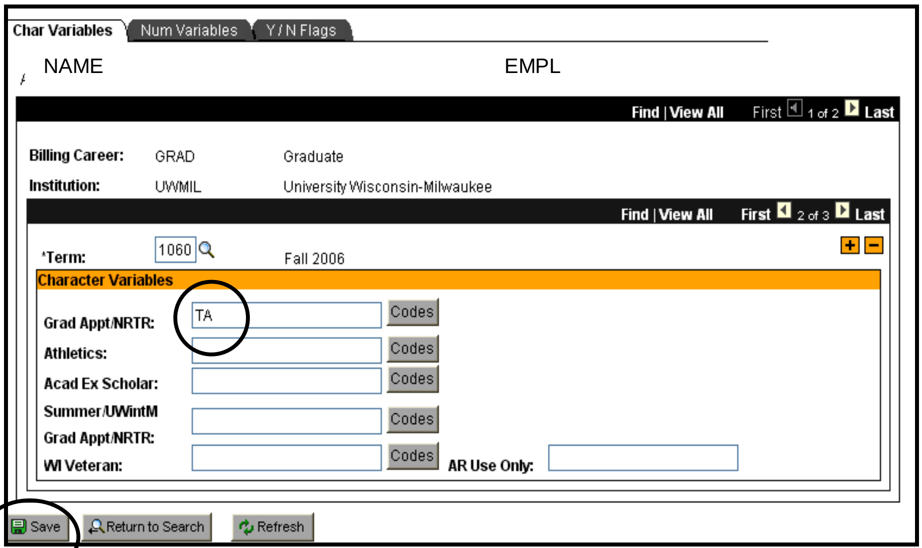
Enter your search criteria in the appropriate fields on the search page and click the 

button. The Char Variables page displays.

STEP	TASK	DESCRIPTION / ACTION
1.	Verify student name and billing career. If student's name is incorrect click Return to Search button. If billing career is incorrect, select **View All** link.	
2.	Select term. If correct term is not displayed select **View All** link. Determine if the term needed is an existing row. . If existing, proceed to Step 4. If not, insert a row. To insert a row click **+** button. Use the vertical scroll bar to view the new row. Attention: **Never** Click **−** button to delete a row.	

<table>
<tr><th>STEP</th><th>TASK</th><th>DESCRIPTION / ACTION</th></tr>
<tr><td>3.</td><td>Enter the 4 digit Term Code or to search for all Terms, click icon. Enter your search criteria in the appropriate fields and click Look Up button.</td><td>
</td></tr>
<tr><td>4.</td><td>Use the table below to determine the input field for your Remission Code by Term or click Codes button to reveal a list of Valid Codes for that particular Character Variable field.</td><td>
</td></tr>
</table>

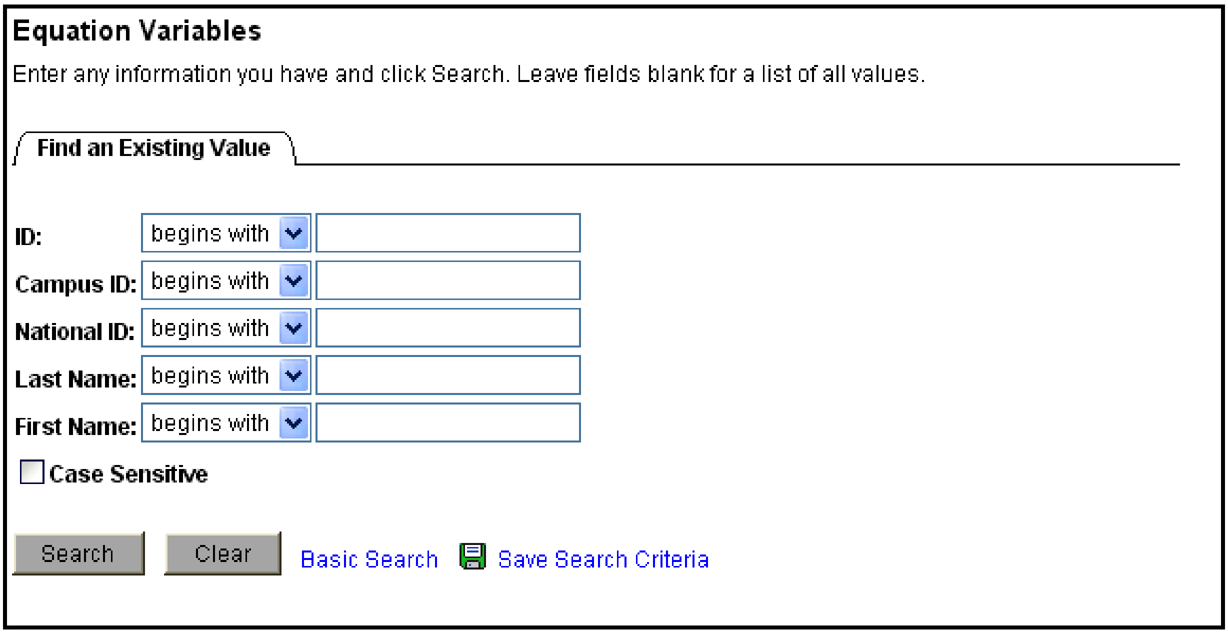
Remission Code	Fall Term	UWintM Term	Spring Term	Summer Term
AES	AES		AES	
ATHF	Athletics		Athletics	
ATHFS				Athletics
ATHFW		Athletics		
ATHP	Athletics		Athletics	
ATHPS				Athletics
ATHPW		Athletics		
FELO	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR
FEPA*	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR
FERA*	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR
FETA*	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR
INDN	Grad Appt/NRTR	Grad Appt/NRTR	Grad Appt/NRTR	Grad Appt/NRTR
PA	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR
PTTP	Grad Appt/NRTR	Grad Appt/NRTR	Grad Appt/NRTR	Grad Appt/NRTR
RA	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR
RAPA*	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR
RE2%	Grad Appt/NRTR	Grad Appt/NRTR	Grad Appt/NRTR	Grad Appt/NRTR
RE8%	Grad Appt/NRTR	Grad Appt/NRTR	Grad Appt/NRTR	Grad Appt/NRTR
TA	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR
TAPA*	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR
TARA*	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR	Grad Appt/NRTR	Summer/UWintM Grad Appt/NRTR

STEP	TASK	DESCRIPTION/ACTION
5.	Type the Remission Code in the selected field. Click Save button to save your transaction.	

ENTERING A Y/N FLAGS REMISSION

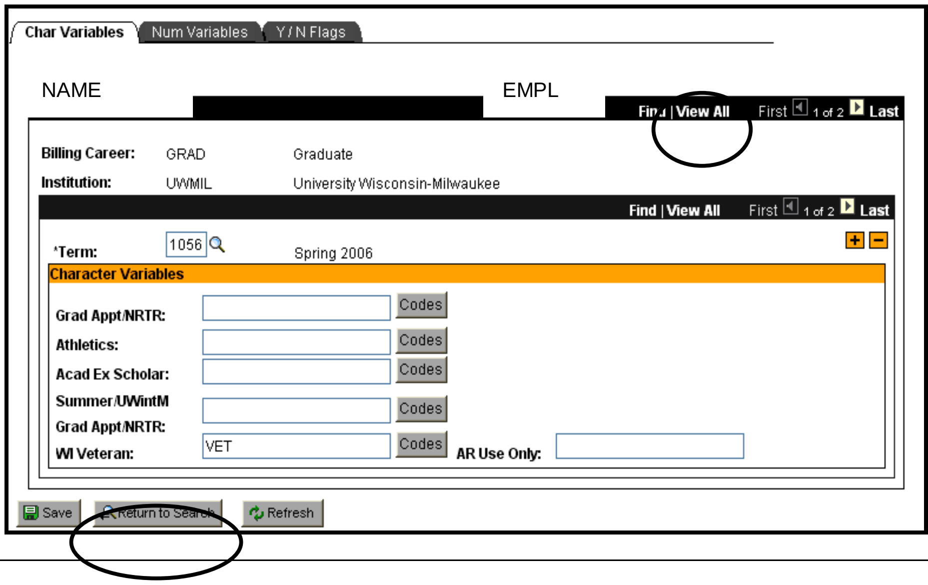
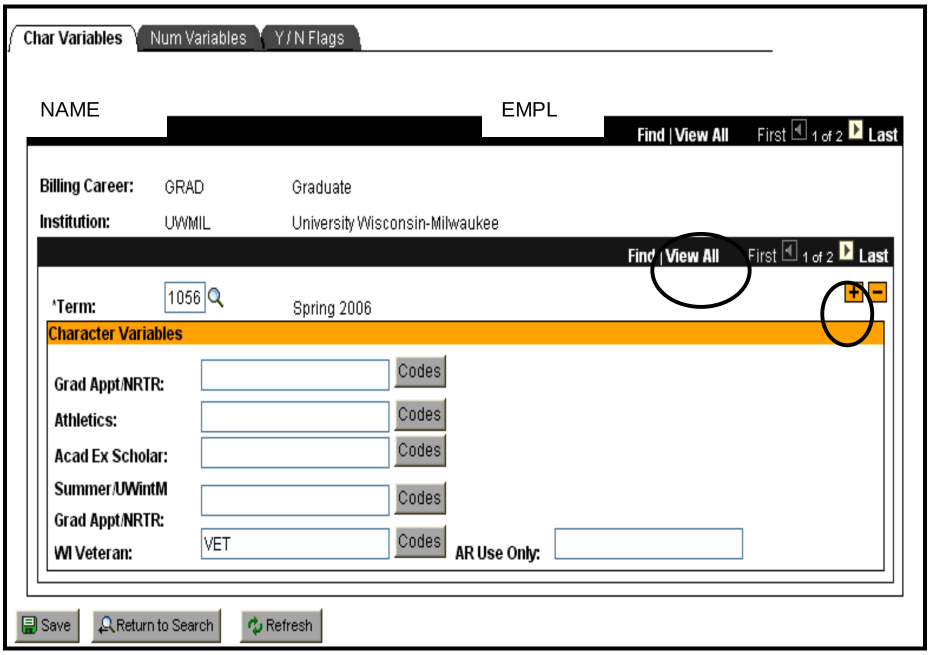
Navigation:

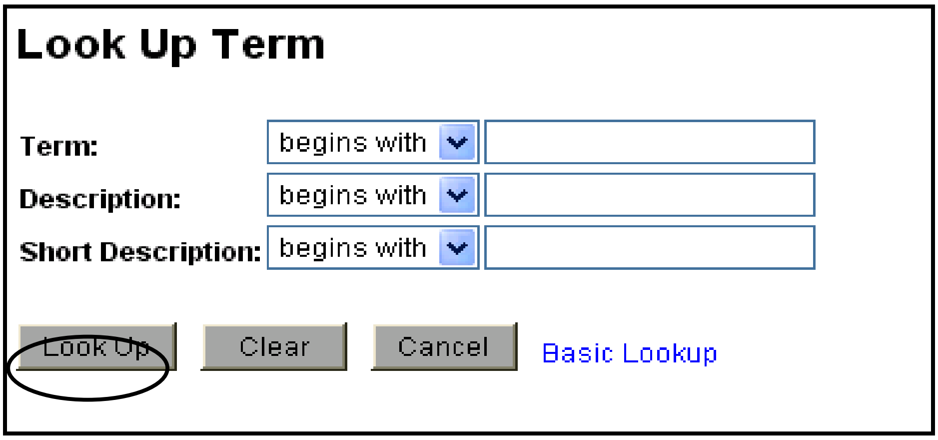
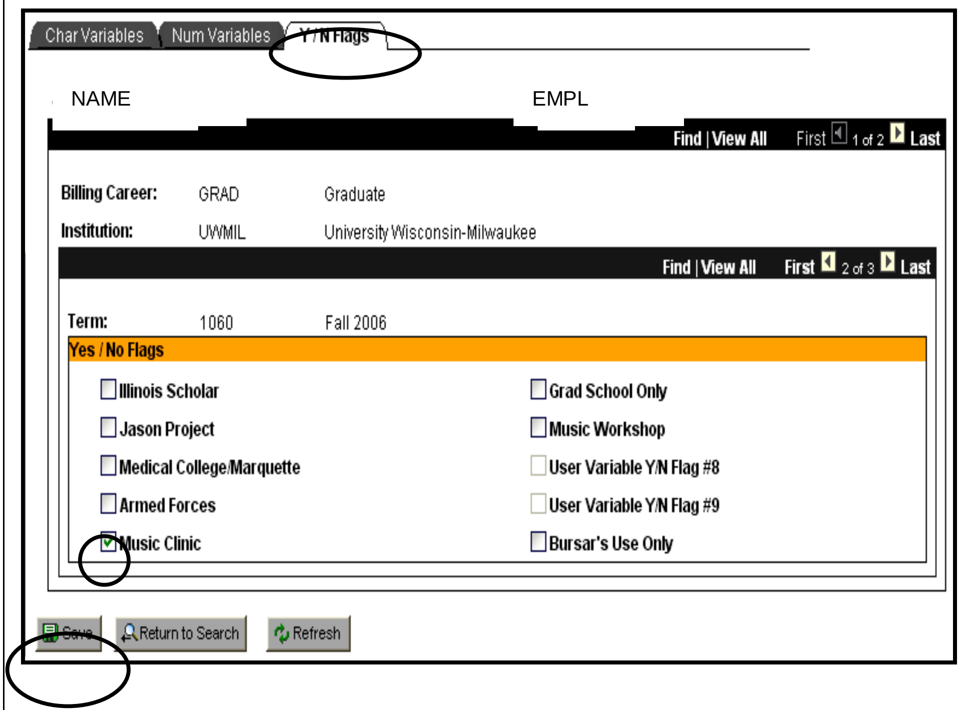
Student Financials > Tuition and Fees > Equation Variables



Enter your search criteria in the appropriate fields on the search page and click the 

button. The Char Variables page displays. Click on the Y/N Flags sheet tab.

STEP	TASK	DESCRIPTION / ACTION
1.	Verify student name and billing career. If student's name is incorrect click Return to Search button. If billing career is incorrect, select **View All** link.	
2.	Select term. If correct term is not displayed select **View All** link. Determine if the term needed is an existing row. . If existing, proceed to Step 4. If not, insert a row. To insert a row click + button. Use the vertical scroll bar to view the new row. Attention: **Never** Click − button to delete a row.	

STEP	TASK	DESCRIPTION / ACTION
3.	Enter the 4 digit Term Code or to search for all Terms, click 🔍 icon. Enter your search criteria in the appropriate fields and click Look Up button.	
4.	Select the Y/N Flags tab. Check ☑ the box by the appropriated description to activate the Y/N Flag. Click Save button to save your changes.	

APPENDIX

Troubleshooting

A previous Terms balance owing suddenly appears.

- The student no longer meets the criteria for the remission.
- Input error – the previous remission information for that particular Term was overwritten.
- The end-of-Term audit determined that the remission entry was not valid and it was removed by the Cashier's Office.

I cannot get the information to save!

- You are attempting to enter a remission to a future term that has not been activated by D.E.S.
- You have selected a remission code that does not belong in that particular character variable field.

The information is in there but it is not affecting the balance!

- The student has not met the criteria for the remission to activate.
- You are attempting to process a remission to a prior Term that has been locked for updating remissions. (Contact the Cashier's Office)

Help! I gave a remission to the wrong student!

- **Never Delete a Row*!***
- **Char Variables Page**
  - On the wrong student's account. Highlight the remission code, clear by pressing the delete key, and Save.
  - Enter the remission code to the correct student account and Save.
- **Y/N Flags Page**
  - On the wrong student's account. Uncheck the box and Save.
  - Enter the remission code to the correct student account and Save.

The student has two ID numbers.

- Send an e-mail to help@uwm.edu
- Subject: 2 IDs one student
- Message: Include both IDs and ask to be informed of the correct ID when the merge is completed.

The ID is in Bio/Demo but will not load a Char Variables page.

- The student was given an ID by the Department of Enrollment Services but has not been admitted. When admission is complete, enter the remission.
- Investigate in Bio/Demo to see if the student has more than one ID number.

The Char Variables page loaded with the ID but no student name.

- Click the Return to Search button.
- Click the Search Results Links if this is the correct student.
- Click on the Clear button and re-enter your search criteria.

A Grad Appt is in the Term field but is different then what I have to input.

- Do not remove the existing code.

- Enter a **Combo-Remission** code from the Code list that incorporates both appointments. The end-of-term audit by Financial Analysis will determine which remission is valid.

ON LINE RESOURCES

Graduate Appointment Information

UWM Graduate School - Teaching and Project Assistant Manual
http://www.uwm.edu/Dept/Grad_Sch/Publications/TAPAManual/
UWM Graduate School – Research Assistant Manual
http://www.uwm.edu/Dept/Grad_Sch/Publications/RAManual/
UWM Graduate School – Sample Appeal Form
http://www.uwm.edu/Dept/Grad_Sch/Publications/Appeals/sample_form.pdf
UWM Graduate School – Doctoral Student and Advisor Manual
http://www.uwm.edu/Dept/Grad_Sch/Publications/DocManual/index.html
UWM Graduate School – Chancellor's Graduate Student Awards (CGSA)
http://www.uwm.edu/Dept/Grad_Sch/Publications/Chancellors/index.html

Grant 144 Accountant

Regina Dant dantr@uwm.edu

Financial Analysis

Doreen Osgood DMO@bfs.uwm.edu

Administrative Service Manual: Fee Remissions Sections 2.5.1 – 2.5.5

http://www.bfs.uwm.edu/ASM/browse.aspx?id=2

Study Abroad

http://www.uwm.edu/Dept/CIE/OPP/OPP.html

Bursars Office

General e-mail bursar@bfs.uwm.edu

Cashiers Office

Brian Blase bkb@bfs.uwm.edu

PAWS V9.0 Training

PAWS Homepage
https://www4.uwm.edu/paws/training/
V9.0 Basics – Tips for Using PAWS V9.0
http://www4.uwm.edu/newpaws/admin_users/index.html
V9.0 Major Changes
http://www4.uwm.edu/newpaws/admin_users/index.html#function