

**Overview**

The process for managing Graduate Fee Authorizations will change with the implementation of the Student Information System (SIS). Rather than sending spreadsheets of fee authorizations to be posted in BARS, university areas will record the appropriate ChartField information in a custom Human Resources (HR) page in the HR/SIS. Since HR and the SIS will be integrated, information recorded in HR is available for processing in Student Financials.

Seidelmann, Donald		EmplID	200000001	Empl Rcd Nbr	0		
Active	Std Hrs	20.00	Job Code	4894	Appt Length	12/12 Mnth	
<b>Job Earnings Distribution Info (JED)</b>							First 1 of 1
Percent	Unit	Org	Fund Code	Account	Project	Program	User Def
100.000	UNIV	03983	011000	60092			
							<a href="#">Copy JED</a>
<b>Term Information</b>							Find   View All
							First 1 of 1 Last
*Term:	<input type="text" value="1094"/>	Summer 2009					
<b>Item Type Group Information</b>							Find
							First 1-2 of 2 Last
Item Type Group:	GANONRES		Grad NonRes Fee Auth				
<b>Grad Fee Authorization Details</b>							Find
							First 1 of 1 Last
Percent	*Unit	*Org	*Fund Code	*Account	Project	Program	User Def
<input type="text" value="100.000"/>	<input type="text" value="UNIV"/>	<input type="text" value="03983"/>	<input type="text" value="014000"/>	<input type="text" value="60464"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Item Type Group: GATUITN</b>							
<b>Grad Fee Authorization Details</b>							Find
							First 1 of 1 Last
Percent	*Unit	*Org	*Fund Code	*Account	Project	Program	User Def
<input type="text" value="100.000"/>	<input type="text" value="UNIV"/>	<input type="text" value="03983"/>	<input type="text" value="014000"/>	<input type="text" value="60463"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Because this is currently a manual process, a wide variety of staff work with Graduate Fee Authorizations today. They currently include fiscal, academic, and human resources contacts. Since this page will be housed in HR, university areas will need to identify current staff with the Job Data Entry role to complete Graduate Fee Authorizations in the future.

The ChartField information entered into the Job Data pages during the Hire process will default into the Graduate Fee Authorization Page but can be changed if necessary. A key advantage to this process change is that it allows university policies and practices to be applied at the beginning of the process, when the ChartField combination is entered, rather than after the fact. A report will be available beginning 5/3/2009 that will provide information about pending Graduate Fee Authorizations so fiscal officers will be able to see the amount of upcoming expenses before the actual entries are made in the General Ledger.