



## Creating an Assistantship Agreement

Assistantship agreements are created in the Graduate Financials System in the GradInfo intranet. They begin with the entry of an assistantship offer or an assistantship award. Below is an overview of Awards and Agreements areas in the Graduate Financials System.

### Awards

The Awards tab serves as the entry point for entering your assistantship agreement details. If you have access to the Graduate Financials System, you can view data entered into Awards. However, only those who have access to a specific program will be able to enter assistantships and modify assistantship details.

Only enter assistantships in Awards if you do not wish to send an assistantship offer e-mail to your students. For more information about sending offer e-mails, see Assistantship Offers (<https://graduate.ucf.edu/graduate-guide/>).

The Awards page has two important features: entering Awards data and creating an agreement.

The **New Award** button allows you to add an assistantship award for your student. These details will be used to create your agreement. After selecting the assistantship terms and hours per week, you will be able to:

- Select your assistantship type, job code and funding program.
- Select nonstandard hours per week, if applicable for this assistantship.
- Enter the total assistantship stipend for each term and, if applicable, additional tuition or fees amounts.
- Add comments (optional).
- Select Tuition Payment and GTA Waiver levels. The GTA Waiver Department number will default to your funding program. However, it can be changed to 9999 for a supplemental assistantship or 2044 for a student who has a university fellowship.
- Enter the Faculty Supervisor EMPLID, if available at this time.
- Enter Assistantship Assignment details, if available at this time.
- Add a stipend funding department (optional).
- Add a tuition funding department, if available at this time.

Data entered into Assistantship Offers and Fellowship Offers copy into the Awards so you will not have to re-enter this information.

In addition to entering your assistantship details and creating an agreement, you will be able to view Student Information (from PeopleSoft), Assistantship Awards, and Fellowship Awards data. If an assistantship or fellowship offer was sent to the student, you will be able to view the assistantship offer and fellowship offer details.

To view the fellowship or assistantship entry, click Link to Fellowship Offer or Link to Assistantship Offer.

Fellowship Awards

### 2012 Graduate Deans Fellowship

Package Information

Status	Term	Program	Stipend	Health Insurance	Waiver	View
Accepted	Fall 2012 - Link to Fellowship Offer	Accounting MSA	\$0.00	No	\$0.00	View
Accepted	Spring 2013 - Link to Fellowship Offer	Accounting MSA	\$0.00	Yes	\$0.00	View
Accepted	Summer 2013 - Link to Fellowship Offer	Accounting MSA	\$0.00	No	\$0.00	View

To view the Award details, click **Details** under View. To edit details that were previously entered, click **Edit**, make your changes and **Submit** your changes.

Assistantship Awards

### 2010-2011, Accounting MSA

Dean's Fellowships: 10

Asst Status	Asst Term	Supporting Program	Asst Type	Job Code	Standard Hours	Non Standard Hours	Total Stipend	Total Tuition	View	Edit	Review	Create Agreement
Accepted	Fall 2010	Accounting MSA ProfTrack	GTA	9184	20	-	\$3,308.00	\$2,309.84	Comments Details	Edit	Review	<input type="checkbox"/>
Accepted	Spring 2011	Accounting MSA ProfTrack	GTA	9184	20	-	\$3,308.00	\$2,309.84	Comments Details	Edit	Review	<input type="checkbox"/>

View Edit  
Comments Details Edit

Create Agreement

It's important to note that GTA Waiver and Tuition Payment changes entered in Awards update automatically in your **Budget**. Therefore, ensure that your GTA Waiver and Tuition Payment information is correct and up-to-date.

Once you have entered and reviewed your Awards data, you may create an agreement by selecting the assistantship terms and clicking the Create Agreement button.

## Agreements

After you have created and saved an assistantship agreement, the Agreements page is where you may view and make changes to it and manage the agreement approval.

In the Search Agreements box, you can enter search criteria to view an assistantship agreement for an individual student or for a group of students. As search criteria are entered, the total number of agreements, ePAF IDs Assigned, and number of GS Approved agreements for that criteria appear on the right. This information helps you keep track of your assistantship processing.

Search Results for the criteria selected appear as a table on the bottom of the page and may be exported to an Excel spreadsheet.

Search Agreements Show / Hide

**Search Results: 4**

Showing 1 - 4 out of 4 View Results in Excel spreadsheet

Student Info [-]				Assistantship Info [-]													
ID	Timestamp	Emplid	First Name	Last Name	Job Code	Hours per Week	Start Date	End Date	Funding Program	Financial Year	Actions	Status	Enrolled College	Enrolled Program	Enrolled Subplan	ePAF No	Payments to SA
[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]	[-]
532 (2) History	04/02/2012 04:26:06PM	1748254	Graduate	Student	GTA - 9184	20	08/15/2010	05/05/2011	Accounting MSA Prof track	2010-2011	View Stop Workflow	Workflow in Progress	Business Administration	Accounting MSA		Hire: 123456	Fa Sp Su
530 (3) History	03/28/2012 11:00:46AM	1748254	Graduate	Student	GTA - 9184	20	08/15/2010	05/05/2011	Accounting MSA Prof track	2010-2011	View Edit Start Workflow GS Hold	Ready for ePAF	Business Administration	Accounting MSA		Hire: 123456	Fa Sp Su

Information provided in the **Search Results** will be helpful to you as you review your agreement data:

- Each Assistantship Agreement is assigned an **ID** for tracking purposes in the system. It helps to distinguish one agreement from another.
- The **Timestamp** indicates the date and time a change was saved on the agreement.
- The **Job Code** displays the Assistantship Type abbreviation (e.g., GTA, GRA, or GA) and job code (e.g., 9181-9187).
- The **Hours per Week** displays the work hours (i.e., Standard Hours that will be entered on ePAF) for the assistantship agreement.
- The **Funding Program** is the program or department that is providing the assistantship.
- When tuition payments and optional fees have been posted to Student Accounts, the term is highlighted in **Payments to SA**.

## Actions

After creating an agreement, you may initiate an **Action**. Actions include:

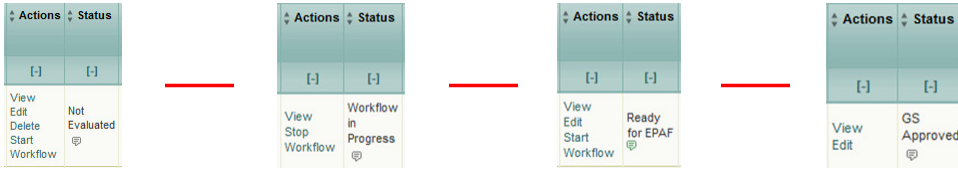
This Action:	Does This:
View	View the assistantship agreement that has been saved.
Edit	Edit agreement details. You may also view Approver and Student comments, History, and other agreements the student may have.
Delete	Delete the agreement.
Start Workflow	Begin the agreement approval workflow.
Stop Workflow	Stop the agreement approval workflow.

## Status

Once an action has been initiated, the agreement Status updates. The Status will help you determine where your agreement is in the Agreement Approval process. Agreement statuses include:

This Status:	Means this:
Not Evaluated	Agreement details were created and saved, but the agreement has not been sent through the Agreement Approval workflow.
Workflow in Progress	Agreement is pending approval from DAL and Agreement approvers. Note: You cannot edit the agreement until the approval workflow completes or the workflow has been stopped.
Ready for EPAF	Agreement has been approved by all agreement approvers and it is now ready for the ePAF.
Cancelled	Agreement details were cancelled. A cancelled agreement cannot be un-cancelled.
GS Approved	Graduate Studies has approved the ePAF and agreement.
GS Hold	Graduate Studies has placed the agreement on hold.
Resubmitted After Approval	Changes were submitted to the agreement after it was approved by Graduate Studies.
Denied	The agreement was not approved by one of the agreement approvers or by Graduate Studies. You will need to edit the agreement and then send it back to your approvers by clicking <b>Start Workflow</b> in the Actions column on the Agreements homepage.

Here is how the Actions and Status columns change while your agreement is in the agreement workflow:



1. Agreement details have been entered and saved.
2. The Agreement Workflow has begun and it is pending approval from your agreement approvers.
3. Your agreement has been approved by your approvers and it is now ready for ePAF.
4. Graduate Studies has reviewed and approved your ePAF and agreement.

## View

Once your agreement is saved, you may view a draft or edit the information by clicking View in the Search Results box.

This is what a draft of the agreement looks like:

Home: Agreements : view

**Assistantship Agreement - 532** PDF

**Graduate Assistantship Agreement**

Student: Graduate Student (1748254)

DRAFT

On behalf of the President and Board of Trustees of the University of Central Florida and the Board of Governors, and in accordance with the regulations appearing in the Graduate Catalog, and further subject to the constitution and laws of the state of Florida, you are offered a graduate assistant appointment.

**Assistantship Details**

Start Date: 08/15/2010	End Date: 05/05/2011	Hours per week: 20.0
Assistantship:	9184 - Graduate Teaching Assistant	
GTA Assignment:	GFA 1000 0001 GFA 1000 0002	
Faculty Supervisor:	Debra Winter	
Hiring Department or Program:	Accounting MSA Prof track	
College or Office:	Business Administration	

Your appointment under this agreement will cease on the date indicated. No further notice of cessation of employment is required. This appointment may be renewed only by a mutual agreement between the student and the University of Central Florida.

**Funding - Total Stipend: \$10,000.00**

Term	Waiver Dept No.	Dept/Proj No.	Used For Stipend	Optional Fees	Credit Hours	Percent Distribution	Resident Tuition	DAL
Fall 2010	5555	0	<input type="checkbox"/>	\$0.00	9.0	100%	\$2,309.04	
Spring 2011	5555	0	<input type="checkbox"/>	\$0.00	9.0	100%	\$2,309.04	

**Conditions of Assistantship**

1. Graduate students are not allowed to be appointed more than 20 hours per week in fall and spring semesters.
2. Agreement is contingent upon full-time enrollment as specified in the Graduate Catalog.
3. Assistantship may be curtailed, diminished, or terminated at any time, by reason of any one of the following:
  - a. failure of the employee, in the academic judgment of the College or University, to maintain satisfactory student status or to make appropriate progress towards the degree
  - b. incompetence, which is documented, or misconduct of the employee
  - c. completion of degree requirements
  - d. lack of funds as a result of adverse financial conditions
  - e. no further need, in the opinion of the University, Department or other unit, for the functions being performed
  - f. for international students, if visa status is not maintained.

**Approval Signatures**

Type	Name	Title	Decision	Decision Date
Agreement Approver	Jennifer Parham	Assoc. Director	Awaiting Decision	
Student	Graduate Student	Student	Awaiting Decision	

The University of Central Florida is an equal opportunity, equal access, and affirmative action employer.

## Edit

You may edit the agreement before starting the agreement workflow. You may also edit the agreement after the agreement workflow has finished and after the agreement has been approved by Graduate Studies.

Note: You cannot edit the agreement while the approval workflow is in progress (Status = Workflow in Progress). You must stop the workflow.

In addition to editing the agreement, you may:

- Enter comments that are to the student and comments that are for your reference only and not visible to the student.

Show / Hide

**Comments**

**Agreement Custom Message**

This message will be visible to the student.

**Comments**

Your comments on the changes you made (NOT visible by the student).

- View the history of comments that you have entered in the User Comments section.

Show / Hide

**User Comments**

**Comments History**

Comments	Date	Username

Cancel
Save changes

- View the agreement **Versions/Workflow** history and **Workflow Status**.

Show / Hide

Change Logs					Workflow Status					
Ver. #	Date	Username	Status		Type	Name	Title	Decision	Decision Date	Comment
<input type="checkbox"/>	5	04/03/2012	Lavonda Walker	GS Approved	Agreement Approver	Jennifer Parham	Assoc. Director	Approved	03/28/2012 11:00:05AM	
<input type="checkbox"/>	4	04/03/2012	Lavonda Walker	GS Approved	Student	Graduate Student	Student	Approved	03/28/2012 11:00:46AM	
<input type="checkbox"/>	3	03/28/2012	Student	Ready for EPAF	Show/Hide All Workflow History					
<input type="checkbox"/>	2	03/28/2012	Lavonda Walker	Workflow in Progress						
<input type="checkbox"/>	1	03/28/2012	Lavonda Walker	Not Evaluated						

COMPARE

- Compare and review agreement versions. To do so, select the checkboxes in the **Versions/Workflow** section and click **Compare**.

Ver. #	Date	Username	Status
<input checked="" type="checkbox"/>	04/03/2012	Lavonda Walker	GS Approved
<input type="checkbox"/>	04/03/2012	Lavonda Walker	GS Approved
<input type="checkbox"/>	03/28/2012	Student	Ready for EPAF
<input type="checkbox"/>	03/28/2012	Lavonda Walker	Workflow In Progress
<input checked="" type="checkbox"/>	03/28/2012	Lavonda Walker	Not Evaluated



Home: Agreements : compareVersions  
Home : GFA

**Versions 5 and 1**

**There are differences in the versions**

Approvers are different.

Student Info		Version 5	Version 1
EMPLID		1748254	1748254
Student Name		Graduate Student	Graduate Student
Username		lwalker	lwalker
Status		<b>GS Approved</b>	Not Evaluated
Category		Graduate Teaching Assistant	Graduate Teaching Assistant
Agreement Date		<b>04/03/2012 03:27:32 PM</b>	03/28/2012 10:55:39 AM
Start Date		08/15/2010	08/15/2010
End Date		<b>05/10/2011</b>	05/05/2011
College		Business Administration	Business Administration
Hiring Program		Accounting MSA Prof track	Accounting MSA Prof track
Standard Hours		20.00 Hrs	20.00 Hrs
Total Stipend		\$10,000.00	\$10,000.00

Approvers		Version 5	Version 1
Approver		Jennifer Patham	Jennifer Patham
Decision date		<b>03/28/2012</b>	
Comment			

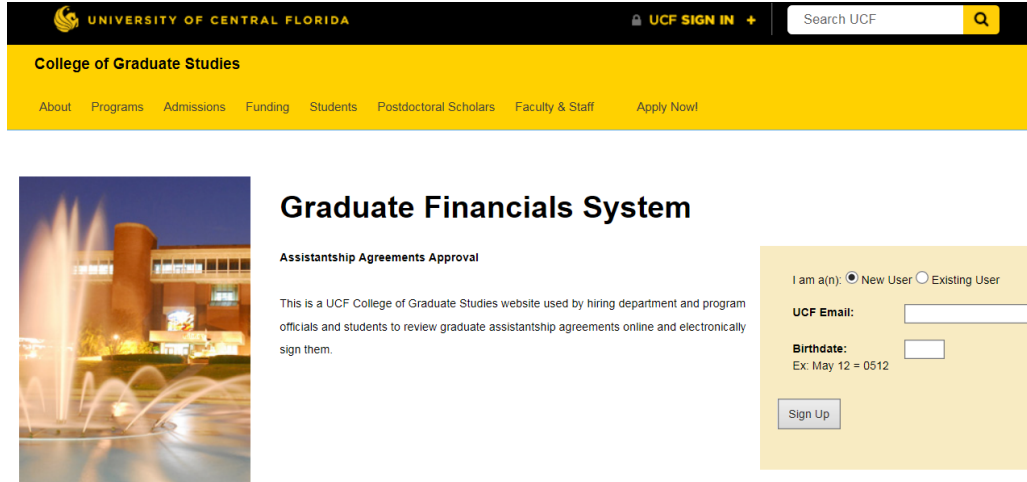
- View a history of agreements created for your student.

Show / Hide

ID	Financial Year	Hiring Department	Status	Assistantship Category	Hours	Start Date	End Date	ePAF Form	ePAF Number	Last User
526	2010-2011	Electrical Engineering MSEE	Ready for EPAF	Graduate Assistant (9186)	20.0	08/20/2010	12/10/2010			Student
527	2010-2011	Electrical Engineering MSEE	Not Evaluated	Graduate Assistant (9186)	20.0	01/10/2011	05/05/2011			Karl Stiles
530	2010-2011	Accounting MSA Prof track	GS Approved	Graduate Teaching Assistant (9184)	20.0	08/15/2010	05/10/2011	Hire	123456	Lavonda Walker
532	2010-2011	Accounting MSA Prof track	Not Evaluated	Graduate Teaching Assistant (9184)	20.0	08/15/2010	05/05/2011	Hire	123456	Lavonda Walker

## Agreement Approval

Assistantship agreements are approved in the Assistantship Agreements Approval website. Both DAL and agreement approvers, as well as the student, receive an e-mail notification when the agreement is ready for their review and decision. DAL and agreement approvers log into the Agreement Approval website using their official UCF Business E-mail address and password. Student login using his/her UCF Knights E-mail address and password. First-time login requires the UCF E-mail address and the month and date of birth; after logging in, they create a password, which does not expire.



The screenshot shows the top navigation bar of the UCF College of Graduate Studies website. It includes the UCF logo, a 'UCF SIGN IN' button, and a search bar. Below the navigation bar is a yellow banner with the text 'College of Graduate Studies' and a menu of links: 'About', 'Programs', 'Admissions', 'Funding', 'Students', 'Postdoctoral Scholars', 'Faculty & Staff', and 'Apply Now!'. The main content area features a photograph of a fountain on the left and a sign-up form on the right. The form is titled 'Graduate Financials System' and 'Assistantship Agreements Approval'. It contains a radio button selection for 'New User' (selected) or 'Existing User', a 'UCF Email:' field, a 'Birthdate:' field with an example 'Ex: May 12 = 0512', and a 'Sign Up' button.

When logged into the Agreements Approval website, DAL and Agreement Approvers can:

- View all assistantship agreements pending approval.
- View Approval History.
- Enter and view DAL and Agreement Approver comments. **Note:** The agreement originator may view comments by viewing the agreement in the Graduate Financials System > Agreements > Search for the student > click Edit > scroll down to the Approval Workflow section.
- View the PDF version of the agreement.
- Approve or Decline the agreement.

If the Agreement Approver and DAL is the same person, they will only approve the agreement once.

The student cannot view approval history or DAL/Agreement Approver comments. The student can view all assistantship agreements awaiting a decision and accompanying PDF agreements, enter a comment for review by the agreement originator, and Accept or Decline the agreement.



## Sample Agreement

This is what your agreement will look like as you enter the details:

Home: Agreements : Edit

### Assistantship Agreement - New

Templates:

**Student Information (PeopleSoft)** Show / Hide

EmpID	NID	Name	Gender	Residency	E-mail	International
1748254	sl433415	<b>Graduate Student</b>	Female	FL-Resident	testing@hotmail.com	No
Program	Subplan	Academic Level	Admit Term			
Accounting MSA		MASTR	Fall 2010			
Enrollment Status	Enrolled Hours	Thesis Hours	Dissertation Hours	UGRD Hours		
Not Enrolled Full Time	3.0	0.0	0.0	0.0		
Highest GTA Eligibility	Highest SPEAK Test Score	Pending GTA Performance Assessments	Fellowship Name for 2011			
			-			

**Assistantship Details** Show / Hide

Assistantship Category	Hours Per Week	Start Date	End Date
Graduate Teaching Assistant: (9184)	20.00	8/15/2010	5/5/2011
Hiring Department/Program	College	ePAF Type	ePAF Number
Accounting MSA Prof track	Business Administration	Hire	123456

**GTA Assignment**

Course Prefix	Number	Section	
‡ GFA	1234	0001	<input type="button" value="ADD"/>
‡ GFA	1234	0002	<input type="button" value="ADD"/>

**Faculty Supervisor(s)**

EmpID	Name	
‡ 0105286	Debra Winter	<input type="button" value="ADD"/>

**Agreement Approver(s)**

EmpID	Name	Title	
‡ 0313237	Jennifer Parham	Assoc. Director	<input type="button" value="ADD"/>

‡ = Row has been locked because the LockoutDate for that Term has passed. You must unlock the row or change the term to be able to modify. Clicking the unlock icon will unlock the row.

**Stipend and Tuition** Show / Hide

Total Stipend	\$ 10000.00									
Term	Waiver Dept. No.	Dept/Proj No.	Use for Stipend	Optional Fees	Credit Hours	Percent Distribution	Resident Tuition	DAL EmpID	Title	
‡ Fall 2010	5555	0	No	\$ 0.00	9.0 Hrs	100 %	\$2,309.04			<input type="button" value="ADD"/>
‡ Spring 2011	5555	0	No	\$ 0.00	9.0 Hrs	100 %	\$2,309.04			<input type="button" value="ADD"/>

I authorize the Office of Student Accounts to process a Department/Project payment from the Department/Project specified above for the student indicated on this assistantship agreement. I certified that funds are available and may be used to pay tuition and fees.

**Comments** Show / Hide

**Agreement Custom Message**  
This message will be visible to the student.  
Remember to meet with your faculty supervisor before classes begin.

**Comments**  
Your comments on the changes you made (NOT visible by the student).  
Check GTA Training eligibility and enrollment.


**Agreements for Student** Show / Hide

This is what your agreement will look like after receiving approval:

Home: Agreements - view

**Assistantship Agreement - 530**





## Graduate Assistantship Agreement

**Student: Graduate Student (1748254)**

On behalf of the President and Board of Trustees of the University of Central Florida and the Board of Governors, and in accordance with the regulations appertaining thereto and further subject to the constitution and laws of the state of Florida, you are offered a graduate assistant appointment.

**Assistantship Details**

Start Date: 08/15/2010	End Date: 05/10/2011	Hours per week: 20.0
Assistantship:	9184 - Graduate Teaching Assistant	
GTA Assignment:	GFA 1234 0001 GFA 1234 0002	
Faculty Supervisor:	Debra Winter	
Hiring Department or Program:	Accounting MSA Prof track	
College or Office:	Business Administration	

Your appointment under this agreement will cease on the date indicated. No further notice of cessation of employment is required. This appointment may be renewed only by a mutual agreement between the student and the University of Central Florida.

**Funding - Total Stipend: \$10,000.00**

Term	Waiver Dept No.	Dept/Proj No.	Used For Stipend	Optional Fees	Credit Hours	Percent Distribution	Resident Tuition	DAL
Fall 2010	5555	0	<input type="checkbox"/>	\$0.00	9.0	100%	\$2,309.04	
Spring 2011	5555	0	<input type="checkbox"/>	\$0.00	9.0	100%	\$2,309.04	

**Conditions of Assistantship**

1. Graduate students are not allowed to be appointed more than 20 hours per week in fall and spring semesters.
2. Agreement is contingent upon full-time enrollment as specified in the Graduate Catalog.
3. Assistantship may be curtailed, diminished, or terminated at any time, by reason of any one of the following:
  - a. failure of the employee, in the academic judgment of the College or University, to maintain satisfactory student status or to make appropriate progress towards the degree
  - b. incompetence, which is documented, or misconduct of the employee
  - c. completion of degree requirements
  - d. lack of funds as a result of adverse financial conditions
  - e. no further need, in the opinion of the University, Department or other unit, for the functions being performed
  - f. for international students, if visa status is not maintained.

**Approval Signatures**

Type	Name	Title	Decision	Decision Date
Agreement Approver	Jennifer Parham	Assoc. Director	Approved	03/28/2012
Student	Graduate Student	Student	Approved	03/28/2012

The University of Central Florida is an equal opportunity, equal access, and affirmative action employer.

### Step-by-step Instructions

Let's walk through completing the Assistantship Agreement, step by step.

### Enter Awards Details

1. Log into the **Graduate Financials System** and click on the **Awards** tab.
2. Enter your student's EMPLID and click **Submit**.
3. Review the Student Information (from PeopleSoft) and Program Information section to be sure this is the correct student.
4. In the Program Information section, click the **New Award** button.
5. Under **Select Offer Options**, select the radio buttons associated with the assistantship and click **Continue**.

Example: If you want to enter an Award for a 20 hours per week assistantship for fall and spring, select “Single 20 Hour Assistantship” in the Fall and Spring rows and select “None” in the Summer row.

Select Offer Options:

Asst Terms:	Offer Options:			
Fall 2010	<input type="radio"/> None	<input checked="" type="radio"/> Single 20 Hour Assistantship	<input type="radio"/> Single 10 Hour Assistantship	<input type="radio"/> Two 10 Hour Assistantships
Spring 2011	<input type="radio"/> None	<input checked="" type="radio"/> Single 20 Hour Assistantship	<input type="radio"/> Single 10 Hour Assistantship	<input type="radio"/> Two 10 Hour Assistantships
Summer 2011	<input checked="" type="radio"/> None	<input type="radio"/> Single 20 Hour Assistantship	<input type="radio"/> Single 10 Hour Assistantship	<input type="radio"/> Two 10 Hour Assistantships

Continue

6. Under **New Award Package**, enter the details of the Award to be included in your agreement. Each assistantship term that you selected has its own tab.

**New Award Package**

Dean's Fellowship

Fall 2010 - 20 Hrs    Spring 2011 - 20 Hrs

Standard Hours	Non Standard Hours	Assistantship Type	Job Code	Funding Program
20 Hours	0.00	Graduate Teaching Assistant	9184	Accounting MSA Prof track
<b>Total Assistantship Stipend*</b>		<b>Tuition</b>		
\$ 3,300.00		Standard Resident Tuition	Additional Tuition or Fees Amount	Total Tuition
		\$2,309.04	\$ 0.00	\$2,309.04
Comments	Tuition Payment Level	GTA Waiver	GTA Waiver Department	
	-	1.0	<input checked="" type="radio"/> 5555 (Linked to Funding Program) <input type="radio"/> 9999 (Supplemental Assistantship) <input type="radio"/> 2044 (The student has a Fellowship Award)	
Faculty Supervisor	Assistantship Assignment	Stipend Funding Department	Tuition Funding Department	
0105286 Debra Winter		11111111 - Delete	22222222 - Delete	

Submit

- **Standard Hours** selected on the **Select Offers Options** page appear here.
- **Non-Standard Hours** should be selected from the drop-down list if the student is not working 10 or 20 hours per week. This is the total hours per week for the appointment, and the Standard Hours that will be on the ePAF. It will replace the standard hours selected from Select Offers Options.
- **Assistantship Type** – Select Graduate Assistant, Graduate Research Assistant, or Graduate Teaching Assistant.
- **Job Code** – Optional field. Enter the job code for the Assistantship Type you selected. For example, if you selected Graduate Teaching Assistant from the Assistantship Type drop-down list, enter 9187 if the student will be a Graduate Teaching Grader, 9184 if the student will be a Graduate Teaching Assistant, or 9183 if the student will be a Graduate Teaching Associate. A complete list of assistantship job codes can be found online in the Graduate Guide: <https://graduate.ucf.edu/graduate-guide/>
- **Funding Program** – Select the Funding Program from the drop-down list.
- **Total Assistantship Stipend** – Enter the total assistantship stipend for the term in the box.
- **Tuition** – The system automatically fills in the Standard Resident Tuition amount for 9 credit hours in the Fall and Spring and 6 credit hours in Summer. You may add an additional amount by entering a dollar amount in the **Additional Tuition or Fees Amount** box (Optional field).
- **Comment** –Optional field. Include additional comments that may be useful to you when processing the agreement or may help your program.

**NOTE:** It is important to understand the difference between a tuition payment and a tuition waiver.

A tuition payment is authorization to charge your department or project fund for the cost of the student’s resident tuition or part of it, depending on the details of the student’s assistantship and if there are other fund sources sharing the responsibility for paying the cost. This authorization must be done by someone who is on the Department Authorization List (DAL) to authorize charges against the department or project fund.

GTA tuition waivers are allocated from the College of Graduate Studies to graduate programs for use in covering the tuition remission for GTAs. Each graduate program with a GTA tuition waiver allocation has a Waiver Department Number (4-digit number) that identifies its GTA tuition waiver budget. In order to assign a GTA tuition waiver to a student, you will need to fill in the Waiver Department Number on the student's Assistantship Agreement. GTA tuition waivers may be used as Full (1, for 20 hours per week assistantship) or Half (.5, for 10 hours per week assistantship).

Waiver department number 2044 should be used for university fellowship students.

Waiver department number 9999 should be used for student's receiving a supplemental assignment.

- **Tuition Payment Level** – Select the Tuition Payment (.5 for a half tuition payment and 1.0 for a full tuition payment) level for the hours per week selected. **Note:** Graduate Assistants, Graduate Research Assistants, and Graduate Teaching Assistants beyond your GTA waiver allocation must have a tuition payment.
  - **GTA Waiver** – Select the GTA Waiver level (.5 for a half tuition payment and 1.0 for a full tuition payment) level for the hours per week selected. **Note:** Graduate Teaching Associated, Assistants, and Graders and university fellowship students may receive a GTA Waiver.
  - **GTA Waiver Department** – The GTA Waiver Department is linked to the Funding Program that is selected. If the student will be on a Supplemental Assistantship, select the **9999 (Supplemental Assistantship)** button. If the student will receive a university fellowship that includes support paid for by Graduate Studies, select the **2044 (The student has a Fellowship Award)** button.
  - **Faculty Supervisor** – *Optional field.* Enter the EMPLID of the faculty who will supervise the student. For GTAs, this is the same faculty member who will complete and submit a Graduate Teaching Performance Assessment.
  - **Assistantship Assignment** – *Optional field.* Enter comments about the assistantship assignment such as course number and prefix.
  - **Stipend Funding Department** – *Optional field.* Enter the eight (8) digit account number that will fund the assistantship stipend and click **Add**. **Note:** This account does not copy into the Agreement is only available to view in Awards.
  - **Tuition Funding Department** – Enter the eight (8) digit account number that will pay the tuition remission for the assistantship. **Note:** Up to four (4) account numbers will copy onto the Agreement.
7. Repeat step 6 for all award terms. Select the tab for the award term you want to complete.
  8. When entry is complete, select **Submit**.

## Create an Agreement

9. Review the award details in the Assistantship Awards section. You may view individual details for each term by clicking **Details** under **View**. You may edit the details of the award by clicking **Edit**.
10. Once you have reviewed all of the Award details, click the assistantship terms to be included in the agreement and click **Create Agreement**.

Count of Assistantship Awards by Award Term

Asst Status	Asst Term	Supporting Program	Asst Type	Job Code	Standard Hours	Non Standard Hours	Total Stipend	Total Tuition	View	Edit	Renew	Create Agreement
Accepted	Fall 2010	Accounting MSA Prof track	GTA	9184	20	-	\$5,000.00	\$2,309.04	Comments Details	Edit	Renew	<input checked="" type="checkbox"/>
Accepted	Spring 2011	Accounting MSA Prof track	GTA	9184	20	-	\$5,000.00	\$2,309.04	Comments Details	Edit	Renew	<input checked="" type="checkbox"/>

[Create Agreement](#)

11. Review the Student Information (from PeopleSoft) to verify the students enrollment and GTA Eligibility, if applicable.

Home: Agreements : Edit

### Assistantship Agreement - New

Templates:

Show / Hide

Student Information (PeopleSoft)						
EmplID	NID	Name	Gender	Residency	E-mail	International
1748254	st433415	<b>Graduate Student</b>	Female	FL-Resident	testing@hotmail.com	No
Program		Subplan	Academic Level		Admit Term	
Accounting MSA			MASTR		Fall 2010	
Enrollment Status		Enrolled Hours	Thesis Hours	Dissertation Hours	UGRD Hours	
Not Enrolled Full Time		3.0	0.0	0.0	0.0	
Highest GTA Eligibility		Highest SPEAK Test Score	Pending GTA Performance Assessments		Fellowship Name for 2011	
					-	

12. In the Assistantship Details section, enter the agreement **start/end dates**.

13. In the **GTA Assignment** box, enter the **Course Prefix, Number, and Section** and click **Add**. Repeat this step for multiple GTA course sections. **Note:** Course Prefix and Number must be entered for GTAs.

14. **Faculty Supervisor** data copies from Awards. To add a faculty supervisor, enter the **EMPLID** and click **Add**.

15. Enter the **Agreement Approver** EMPLID, Title (optional) and click **Add**. **Note:** Agreement Approvers should be entered in the order you want them to approve the agreement. If you want the Faculty Supervisor to approve the agreement, enter the supervisor's EMPLID as an Agreement Approver.

Assistantship Details Show / Hide

Assistantship Category: Graduate Teaching Assistant: (9184) Hours Per Week: 20.00 Start Date: 8/15/2010 End Date: 5/5/2011

Hiring Department/Program: Accounting MSA Prof track College: Business Administration ePAF Type: Hire ePAF Number: 123456

GTA Assignment				Faculty Supervisor(s)		Agreement Approver(s)			
Course Prefix	Number	Section		EmplID	Name	EmplID	Name	Title	
			<input type="button" value="ADD"/>						<input type="button" value="ADD"/>
‡ GFA	1234	0001	<input type="button" value="X"/>	‡ 0105286	Debra Winter				
‡ GFA	1234	0002	<input type="button" value="X"/>			‡ 0313237	Jennifer Parham	Assoc. Director	<input type="button" value="X"/>

16. In the **Stipend and Tuition** section, ensure that the **Total Stipend** (copied from Awards) is correct. If you missed entering a Waiver Dept. No. or Dept./Proj. No. in Awards, you may add or update this information on the agreement. **Note: If tuition changes are made on the agreement, remember to edit your entry in Awards to ensure that your Budget information is correct.**

= Row has been locked because the LockoutDate for that Term has passed. You must unlock the row or change the term to be able to modify. Clicking the unlock icon will unlock the row.

Stipend and Tuition Show / Hide

Total Stipend: \$ 10000.00

Term	Waiver Dept. No.	Dept/Proj No.	Use for Stipend	Optional Fees	Credit Hours	Percent Distribution	Resident Tuition	DAL Emplid	Title
‡ Fall 2010	5555	0	No	\$ 0.00	9.0 Hrs	100 %	\$2,309.04		
‡ Spring 2011	5555	0	No	\$ 0.00	9.0 Hrs	100 %	\$2,309.04		

I authorize the Office of Student Accounts to process a Department/Project payment from the Department/Project specified above for the student indicated on this assistantship agreement. I certified that funds are available and may be used to pay tuition and fees.

Remember, there are three ways to pay tuition remission:

- By **tuition payment**.
- By **tuition waiver** (reserved for GTAs and university fellowships only).
- By a **combination of tuition waiver and tuition payment** (for GTAs only, when the hiring department does not have enough GTA tuition waivers to pay solely by GTA tuition waiver).

Tuition data copies from Awards, however, you may add or edit information in the Agreement. If you make tuition remission changes on the agreement, remember to update your entries in the Awards page. This will ensure that your GTA Waiver and Tuition Payment data in your Budget is correct.

---

## Tuition Payment

Use the **Add** button to add a tuition row for each term of the assistantship. You can also add multiple rows for the same term, if you need to split the stipend and/or resident tuition remission charges across multiple Department/Project numbers.

For each term of the assistantship:

- (1) Enter the Department/Project number that will pay the student's resident tuition remission.
- (2) Select "Yes" from the Use for Stipend drop down list if the assistantship stipend will be charged to this Department/Project number. When a Dept/Proj No. is C&G funds, the percentage of a student's total earned salary assigned to the project should match the percentage of the student's total tuition charges assigned to the project.

**NOTE:** If you have questions about C&G projects and tuition payments, see the interview with Douglas Backman from the UCF Office of Compliance in the October 2008 Graduate News: <http://www.gradnews.graduate.ucf.edu/article.aspx?id=986&nid=974>

- (3) Enter the amount to pay toward Optional Fees (local fees), if this applies.

**NOTE:** You will need to calculate the Optional Fees amounts yourself. Refer to the current Tuition and Fees Schedule. If the student is a Non-Florida resident and will receive the Differential Out-of-State rate (i.e., will have full assistantship and full resident tuition remission), figure Optional Fees only for resident charges.

- (4) Select the total **Credit Hours** the student will be enrolled in the term. When you tab out of the Credit Hours field, note that the Resident Tuition Payment calculates. Resident Tuition Payment is based on the Graduate Credit Hour Fee, the Standard Hours Per Week (e.g., 20 hours per week, 10 hours per week), and the Percent Distribution field. It is important to enter the correct total credit hours.

- (5) Percent Distribution defaults to 100%. Change this percentage only if you wish to split the tuition payment across two or more Department/Project numbers.

- (6) Enter the DAL EMPLID and Title (optional).

---

## GTA Tuition Waiver

Use the **Add Tuition Line** button to add a tuition row for each term of the assistantship.

For each term of the assistantship:

- (1) Enter the Waiver Department Number that will pay the student's resident tuition remission. The Waiver Department Number is a four-digit number used in PeopleSoft to identify GTA tuition waiver budgets. The College of Graduate Studies uses this number to enter a student's GTA tuition waiver in a PeopleSoft GTA tuition waiver budget.

If you do not know your GTA Waiver Department Number, contact Pam Scaltsas at 823-1504 or [gradassistantship@ucf.edu](mailto:gradassistantship@ucf.edu).

**NOTE:** For university fellowship students whose awards include a College of Graduate Studies tuition waiver, enter **2044** for the Waiver Department Number on any Assistantship Agreements.

- (2) Select the total Credit Hours the student will be enrolled in the term.

**NOTE:** GTA tuition waivers do not require DAL authorization, so the DAL area remains blank.



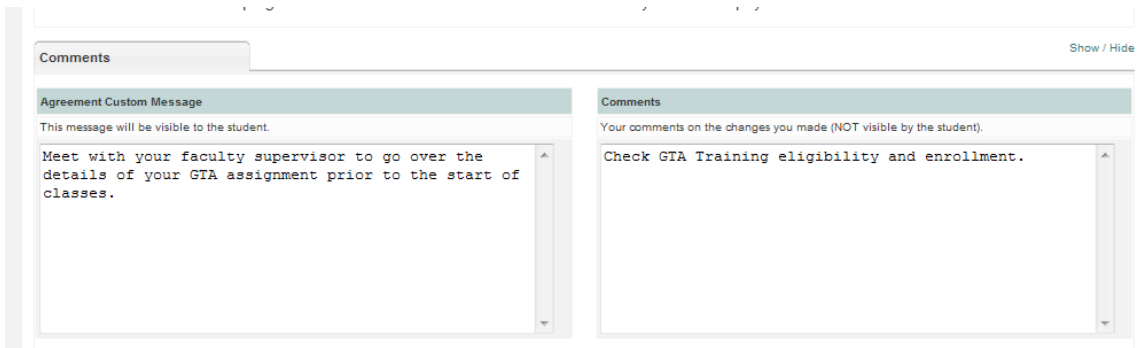
### Combination of GTA Tuition Waiver and Tuition Payment

A GTA tuition waiver may only be awarded as Full (1) or Half (.5). A tuition payment may be split across multiple Department/Project numbers, as needed. In these instructions, it is assumed that the student has a full (20 hours per week) assistantship and will receive a Half GTA tuition waiver and a Half tuition payment paid from one fund source.

For each term of the assistantship, use the Add button to add a tuition row for a half GTA tuition waiver and a tuition row for a half tuition payment. Then, follow these instructions for each term of the assistantship:

- (1) On the first tuition row, enter the Waiver Department Number that will pay the student's GTA tuition waiver and the total Credit Hours the student will be enrolled in the term. Then, change the Percent Distribution from 100 to 50.
- (2) On the second tuition row, enter the Department/Project number that will pay the student's tuition payment, check the stipend box, and enter the total Credit Hours the student will be enrolled in the term. Then, change the Percent Distribution from 100 to 50.
- (3) Enter the DAL Signature details (name, initials, EMPLID, phone no., date). Then, enter the DAL initials at the end of the tuition payment row above.

17. Include **Comments** that may be useful when processing the agreement or may help your program. Comments entered into **Agreement Custom Message** will be made visible to the student.



18. Review all data entered into the Agreement and click **Save Changes**.

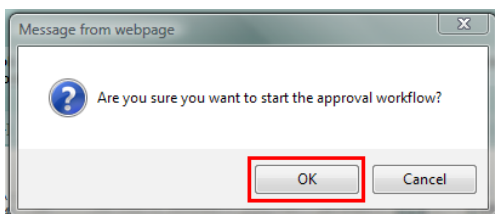
### Start Agreement Workflow

19. On the Agreements homepage, enter the student's EMPLID into the **Search Agreements** box and click **Search**.

20. Find your agreement in the Search Results. In the Actions column, click **Start Workflow**.

ID	Timestamp	Emplid	First Name	Last Name	Job Code	Hours per Week	Start Date	End Date	Funding Program	Financial Year	Actions	Status	Enro Colle
532 (1) History	04/02/2012 01:35:46PM	1748254	Graduate	Student	GTA - 9184	20	08/15/2010	05/05/2011	Accounting MSA Prof track	2010-2011	View Edit Delete Start Workflow GS Hold	Not Evaluated	Busine Admini

Click **OK** in the message box.



A workflow started message displays and the agreement **Status** changes to **Workflow in Progress**.

**Workflow started message:**

Agreement ID 532 workflow has been started for student Graduate Student (1748254)

**Status changes to Workflow in Progress:**

ID	Timestamp	Emplid	First Name	Last Name	Job Code	Hours per Week	Start Date	End Date	Funding Program	Financial Year	Actions	Status	Enr Co
532 (2) History	04/02/2012 04:26:06PM	1748254	Graduate	Student	GTA - 9184	20	08/15/2010	05/05/2011	Accounting MSA Prof track	2010-2011	View Stop Workflow	Workflow in Progress	Busir Admi

### Agreement Approval

The first agreement approver receives an e-mail from [gradassistantship@ucf.edu](mailto:gradassistantship@ucf.edu) sent to their official UCF Business E-mail address.

Agreement approvers login to the Assistantship Agreements Approval website to review and approve/decline assistantship agreements. Login instructions are provided in the e-mail they receive. Agreements are approved by the DAL(s) (if included in the agreement), Agreement Approver (s), and Student. If there is more than one DAL or Agreement Approver, the agreement will go to them in the order they were added to the agreement. After logging into the Agreements Approval website, the approver:

1. Clicks on the student's agreement to review and scrolls down to see the agreement details.
2. In the Approval Signature area at the bottom of the page, approves or declines the agreement, enters a comment (optional; others in the approval workflow will see the comment, but the student will not see it), and submits the decision.
3. Selects another student's agreement to review or logs out.

**Graduate Financials System**

Welcome, Jennifer Parham

**Graduate Assistantship Agreements Approval**

The graduate assistantship agreements listed below are ready for your review and decision.

1. Click on the student's agreement you wish to review and scroll down to see the agreement details.
2. In the **Approval Signature** area at the bottom of the page, Approve or Decline the agreement, enter a comment if you wish (others in the approval workflow will see this comment, but the student will not see it), and **Submit** your decision.
3. Select another student's agreement to review or logout.

Approve means you approve the entire agreement. After your approval, the agreement goes to the next approver or to the student if you are the last approver.

Decline stops the workflow and the agreement creator is notified of your decision. Please explain why you are denying the agreement in the comment box.

EMPLID	Student	Hiring Dept/Program	Assistantship	Job Code	Start Date
1748254	Graduate Student	Accounting MSA Prof track	Graduate Teaching Assistant	9184	08/15/2010

**UCF COLLEGE OF GRADUATE STUDIES** Graduate Assistantship Agreement

Student: Graduate Student (1748254)

On behalf of the President and Board of Trustees of the University of Central Florida and the Board of Governors, and in accordance with the regulations appearing therein and further subject to the constitution and laws of the state of Florida, you are offered a graduate assistant appointment.

**Assistantship Details**

Start Date: 08/15/2010 End Date: 05/05/2011 Hours per week: 20.0

Assistantship: 9184 - Graduate Teaching Assistant

GTA Assignment: GFA 1000\_0001, GFA 1000\_0002

Faculty Supervisor: Debra Winter

Hiring Department or Program: Accounting MSA Prof track

College or Office: Business Administration

Your appointment under this agreement will cease on the date indicated. No further notice of cessation of employment is required. This appointment may be renewed only by a mutual agreement between the student and the University of Central Florida.

**Funding - Total Stipend: \$10,000.00**

Term	Waiver Dept No.	Dept/Proj No.	Used For Stipend	Optional Fees	Credit Hours	Percent Distribution	Resident Tuition	DAL
Fall 2010	5555	0	<input type="checkbox"/>	\$0.00	9.0	100%	\$2,309.04	
Spring 2011	5555	0	<input type="checkbox"/>	\$0.00	9.0	100%	\$2,309.04	

**Conditions of Assistantship**

1. Graduate students are not allowed to be appointed more than 20 hours per week in fall and spring semesters.
2. Agreement is contingent upon full-time enrollment as specified in the Graduate Catalog.
3. Assistantships may be curtailed, diminished, or terminated at any time, by reason of any one of the following:
  - a. failure of the employee, in the academic judgment of the College or University, to maintain satisfactory student status or to make appropriate progress towards the degree
  - b. incompetence, which is documented, or misconduct of the employee
  - c. completion of degree requirements
  - d. lack of funds as a result of adverse financial conditions
  - e. no further need, in the opinion of the University, Department or other unit, for the functions being performed
  - f. for international students, if visa status is not maintained.

**Approval Signatures**

Type	Name	Title	Decision	Decision Date	Comment
Agreement Approver	Jennifer Parham	Assoc. Director	Awaiting Decision		
Student	Graduate Student		Awaiting Decision		



Once the agreement has received approval from all DALs and Agreement Approvers, the student receives an e-mail from [gradassistantship@ucf.edu](mailto:gradassistantship@ucf.edu) sent to their UCF Knights E-mail address. After logging into the Agreement Approval website, the student:

1. Clicks on the assistantship agreement and scrolls down to see the agreement details.
2. In the Student Signature area at the bottom of the page, accepts or declines the agreement, enters a comment (optional; hiring department will see this comment), and submits the decision.
3. Logs out or selects another assistantship agreement to review.

After the agreement is fully approved, the agreement Status changes to **Ready for ePAF**.

---

### **Ready for ePAF**

Remember to periodically check the status of your agreement. When you see that the agreement Status has changed to **Ready for ePAF**, save a copy of the agreement as a PDF before generating your ePAF. To save a copy of your agreement:

1. Log into GradInfo > Graduate Financials System > Agreements.
2. Enter your search criteria into the **Search Agreements** box and click **Search**.
3. Find your student in the Search Results. Click **View** under the **Actions** column.
4. Click the **PDF** button to open a PDF version of your signed agreement.
5. In the PDF File Download message box, Open or Save the PDF to your computer.
6. Create the ePAF and attach the PDF agreement.
7. Once you have your ePAF form type and number, return to your agreement in the Graduate Financials System.
8. Enter your search criteria into the **Search Agreements** box and click **Search**.
9. Find your student in the Search Results. Click **View** under the **Actions** column.
10. Click the Edit button to open the Edit view of your agreement.
11. Select the **ePAF Type** from the drop down list, enter the **ePAF number**, and **Save Changes**.