

Quick Reference: Creating Graduate Assistantship Agreements

The Graduate Financials System in the GradInfo intranet is used to create assistantship agreements, collect approval signatures electronically on the agreements, and save the fully signed agreement PDF. For assistantship policies and procedures, see <https://graduate.ucf.edu/graduate-guide/assistantships>.

Navigation: www.gradinfo.ucf.edu > Financials menu > Graduate Financials System

Everyone who has access to GradInfo also has access to view all student data in the Graduate Financials System. Access to enter and edit assistantship offers/awards and create agreements is program/department specific. Send access requests to gradassistantship@ucf.edu. Agreement Approvers and students do not need access to the Graduate Financials System to electronically sign and approve assistantship agreements.

Reports

Navigation: Graduate Financials System > Agreements > Reports

The following agreement reports are available for you to run whenever you wish:

- Assistantship Agreements Report
- Waiver Report for GS Approved Status
- Department/Project Payment Report for GS Approved Status

Update Payments and Credit Hours

Navigation: Graduate Financials System > Agreements > Update Payments and Credit Hours

This webpage will only be available for the few weeks each term when everyone is entering and adjusting payments for tuition and/or fees. It will help you make updates quickly and accurately. Contact us if you have questions about how to use this feature.

Questions? Contact Us

Our team uses shared emails to ensure we are available to answer your questions. Please contact us at the following email addresses for questions.

Assistantship Questions (gradassistantship@ucf.edu)

Fellowship Questions (gradfellowship@ucf.edu)

Assistantships entered in Assistantship Offers or Fellowship Offers copy into Awards after the student accepts the offer, so you will not have to re-enter this information. Skip to Step 2.

Step 1. Adding an assistantship in Awards

1. Search for the student by **EmplID** or **name**.
2. Click the **New Award** button.

Home Student Profile Awards Agreements Assistantship Offers Fellowship Offers Reports Downloads Budget

Home - Assistantship and Fellowship Awards

EmplID: 1748254

Assistantship and Fellowship Awards

Caution: only enter assistantships here if you do not wish to send an assistantship offer e-mail to the students. In Awards you can view fellowship details for a student and assistantship details for assistantships beginning in Fall 2011 or later. You can also make updates to Accepted assistantships (for example, change a GTA to a GRA).

Student Info (From PeopleSoft)

EmplID	NID	Name	Latest Residency	E-mail	International
1748254	st433415	Student, Graduate	FL Resident	testing@hotmail.com	No

Student Info (From PeopleSoft)

Appl ID	Program/Subplan	Academic Level	Student Response	Admission Status	Admit Term	Residency	Assistantship Offer?	Hours Allocated	New Award																				
01013543	Accounting MSA	MASTR	DEIN	MATR	Fall 2010	FL Resident	Yes	<table border="1"> <thead> <tr> <th>Term</th> <th>Total Hours</th> <th>Message</th> <th>Financial Year</th> </tr> </thead> <tbody> <tr> <td>Spring 2011</td> <td>9.9 Hrs</td> <td>30.1 hrs until 40 hrs cap</td> <td>2010-2011</td> </tr> <tr> <td>Fall 2012</td> <td>20.9 Hrs</td> <td>19.1 hrs until 40 hrs cap</td> <td>2012-2013</td> </tr> <tr> <td>Spring 2013</td> <td>40.0 Hrs</td> <td>Max Hours reached (40)</td> <td>2012-2013</td> </tr> <tr> <td>Summer 2013</td> <td>39.9 Hrs</td> <td>0.1 hrs until 40 hrs cap</td> <td>2012-2013</td> </tr> </tbody> </table>	Term	Total Hours	Message	Financial Year	Spring 2011	9.9 Hrs	30.1 hrs until 40 hrs cap	2010-2011	Fall 2012	20.9 Hrs	19.1 hrs until 40 hrs cap	2012-2013	Spring 2013	40.0 Hrs	Max Hours reached (40)	2012-2013	Summer 2013	39.9 Hrs	0.1 hrs until 40 hrs cap	2012-2013	<input type="button" value="New Award"/>
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3. Choose the financial year. In the **Add Assistantship Award** section, select the **Offer Options** for the assistantship and click **Continue**.

Select Offer Options:

Asst Terms: Offer Options:

Fall 2010 None Single 20 Hour Assistantship Single 10 Hour Assistantship Two 10 Hour Assistantships

Spring 2011 None Single 20 Hour Assistantship Single 10 Hour Assistantship Two 10 Hour Assistantships

Summer 2011 None Single 20 Hour Assistantship Single 10 Hour Assistantship Two 10 Hour Assistantships

Attention: This term already has 10 hours.

4. For each term that you selected, enter assistantship details. Then, **Submit** your entries.
 - **Assistantship Type, Job Code, and Funding Program**
 - Select nonstandard hours per week, if applicable for this assistantship
 - **Total Assistantship Stipend** for each term and, if applicable, **Additional Tuition or Fees Amount**
 - **Tuition Payment Level** or **GTA Waiver**.
 - **Faculty Supervisor** EmplID, if available at this time
 - **Assistantship Assignment** details, if available at this time
 - **Stipend Funding Department** (optional)
 - **Tuition Funding Department**, if available at this time

Fall 2010 - 20 Hrs

Standard Hours	Non Standard Hours	Assistantship Type	Job Code	Funding Program
20 Hours	0.00	Graduate Assistant	9186	Electrical Engineering MSEEE

Total Assistantship stipend*	Standard Resident Tuition	Additional Tuition or Fees Amount	Total Tuition
\$ 3,300.00	\$2,309.04	\$0.00	\$2,309.04

Comments: Tuition Payment Level: 1.0, GTA Waiver: 1.0, GTA Waiver Department: 1602 (Linked to Funding Program), 9999 (Supplemental assistantship), 2044 (The student has a Fellowship Award)

Faculty Supervisor: Assistantship Assignment, Stipend Funding Department, Tuition Funding Department

Note: The **GTA Waiver Department** number defaults 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 that includes a tuition waiver from the College of Graduate Studies.

Step 2. Creating an Assistantship Agreement

1. In the **Awards** page for the student, select the terms to be included on the Agreement.
2. Click the **Create Agreement** button to copy the assistantship data to the student's Agreement.

2010-2011. Accounting MSA

Dean's Fellowship: No

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	Electrical Engineering MSEE	GA	9186	20	-	\$3,300.00	\$2,309.04	Comments Details	Edit	Renew	<input checked="" type="checkbox"/>

Note: On the Assistantship Agreement page, use the **Show/Hide** link to see more Student Information (enrollment, program, GTA details), which updates nightly from PeopleSoft.

3. In **Assistantship Details**, fill in all the details including the **Start Date**, **End Date**, and **Faculty Supervisor**.
4. Create the agreement approval workflow by entering:
 - **Agreement Approver(s)** – must have at least one (Title is optional); if more than one, enter in the order you want the agreement to go to them for approval signatures
 - **DAL(s)** to authorize charges against a Resident Tuition and/or Optional Fees payment (Title is optional)

Assistantship Details Show / Hide

Assistantship Category: Graduate Research Assistant (1105) Hours Per Week: 20.00 Start Date: End Date:

Hiring Department/Program: Details: (Max 50 Characters) College: Other ePAF Type: ePAF Number:

Assignments (New with faculty supervisors)			Agreement Approver(s)		
Term	Faculty Emplid	Faculty Name	EmplID	Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Enter the **Stipend and Tuition** information. Select the driver from the following options:
 - Waiver (4 digits)
 - Cost Center (5 digits) and Fund (3 digits)
 - Grant ID (6 digits)
 - Designation (5 digits)
 - Initiative (5 digits)

Stipend and Tuition Show / Hide

Total Stipend: \$ 5000.00

Term	Driver	Tags	Use for Stipend	Optional Fees	Credit Hours	Percent Distribution	Resident Tuition	DAL Title and Emplid
Summer 2023	Select a Driver		No	\$ 0.00	0.0 Hrs	0 %	\$0.00	Enter Title Here DAL Emplid

6. Click the **Save changes** button.

Step 3. Starting and managing the approval workflow

1. Go to the **Agreements Home** page and find the student.
2. In the **Actions** column, click **Start Workflow** to circulate the agreement for approval.

Note: While the agreement is in **Workflow in Progress** status, you can **View** the agreement or **Stop Workflow**. The agreement cannot be edited unless the workflow completes or is stopped.

Search Agreements Show / Hide

Search Results: 1

Showing 1 - 1 out of 1

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	Payr Fa S	
526 (1) History	03/23/2012 10:40:04AM	1748254	Graduate	Student	GA - 9188	20	08/20/2010	12/10/2010	Electrical Engineering MSEE	2010-2011	View Edit Delete Start Workflow	Not Evaluated	Business Administration	Accounting MSA				Fa

Status

Not Evaluated

Actions	Status
[-]	[-]
View Edit Delete Start Workflow	Not Evaluated B A

Workflow in Progress

Actions	Status
[-]	[-]
View Stop Workflow	Workflow in Progress B A

Ready for EPAF

Actions	Status
[-]	[-]
View Edit Start Workflow	Ready for EPAF E & C S

Note: Our system still uses the term Ready for ePAF to indicate the agreement is ready to be attached to the hire or Period Activity Pay (PAP) in Workday.

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 sending to your college or unit Human Resources Business Center (HRBC).

To save the agreement PDF, find the student in Agreements:

1. Click on **View**.
2. Click the **PDF** button to open a PDF version of your signed agreement. In the PDF File Download message box, Open or Save the PDF to your computer.
3. Follow your college or unit HRBC policies to request the hire or updated PAP.