![UCF College of Graduate Studies logo]

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.
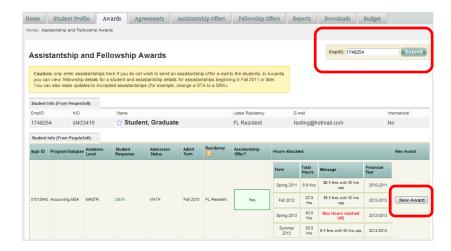
Questions? Contact Us

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.

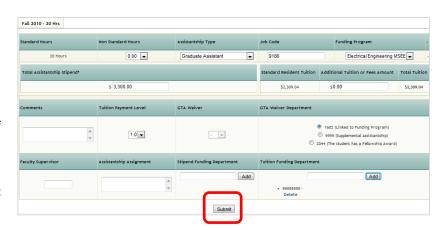## Step 1. Adding an assistantship in Awards

1. Search for the student by **EmplID** or **name.**

2. Click the **New Award** button.

3. Choose the financial year. In the **Add Assistantship Award** section, select the **Offer Options** for the assistantship and click **Continue.**

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

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.
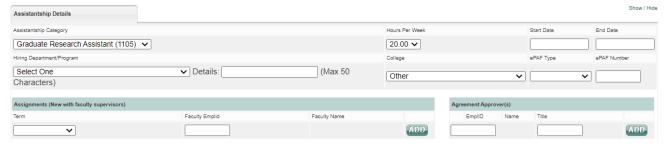
Step 2. Creating an Assistantship Agreement

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	☑

Create Agreement

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)

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)
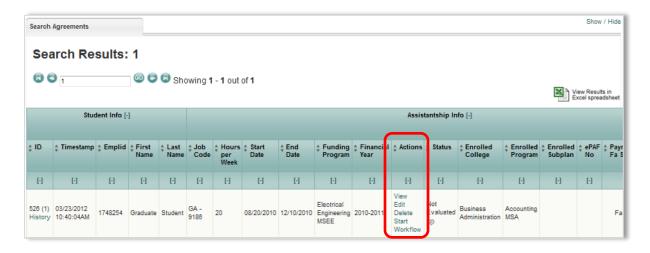- Designation (5 digits)
- Initiative (5 digits)

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.

Status

Not Evaluated   **Workflow in Progress**   **Ready for EPAF**

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.