

Graduate Funding Payment Project

Information Session – Project Update

September 28, 2018



Introductions

- Pam Perry – Project Manager
- Courtney Collins – Faculty of Graduate Studies
- Lorelee Hawkes-Ulrich – Financial Services

Process Improvement Objective:

To improve student service and experience by developing an efficient, effective and timely graduate funding payment process

Current Process:

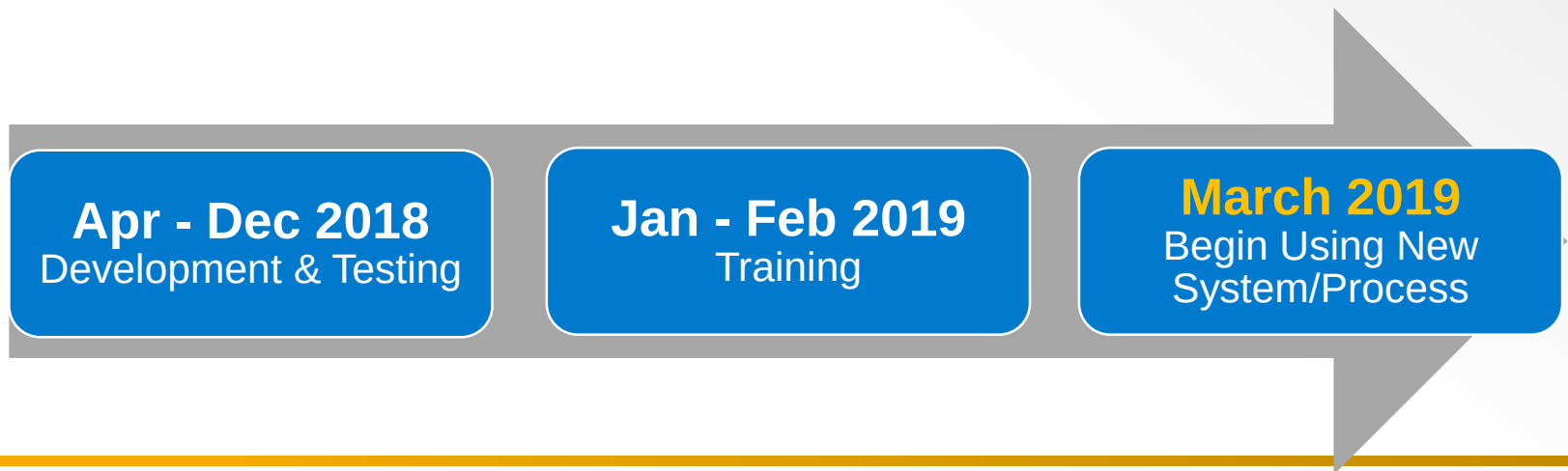
- Highly manual & paper based
- Time consuming with physical hand offs – copying, scanning, filing, and walking/couriering forms to FGS
- Receiving hand signatures which can cause delays
- Unable to see where the form is within the process

Student feedback has included:

- Incorrect payments - too much and too little
- Need to contact multiple functional areas to understand or correct payments
- Delays in receiving payment

Project Timeline

- System development is underway
- Training will take place in January - February 2019
 - Organize group training sessions
 - Training documentation will be available
- Start using the new system and process March 2019
 - Continue using the regular process until notified



Steps for the New Process

Entry Role

Approver Role

Dept enters award request

Dept approves award request

Award request goes to FGS for review and letter to be sent

Student accepts offer

When Acct Number is approved, an email goes to the Spending Authority contact for approval

Payroll pays student

Student Accts enters fees owing amount and sends to Payroll

FGS sends requests to Student Accts

Dept checks warnings and errors (validations)

Spending Authority

- Spending Authority Policy
 - On research funds
 - On all other funds
- Current status of the policy
- Spending Authority and GFP

Details of the New Process

- Based on student feedback, payments will be monthly (same as it is now)
- Payment portion of the process will remain the same (Payroll to process payment as usual)
- Benefits include:
 - Central location to manage requests – can see the status of requests
 - No paper signatures – approvers can sign electronically

Validations (Checks)

- **Validation checks must be complete before FGS sends request to Student Accounts for payment processing:**
 - Initially will be a warning and if not resolved then an error
 - Departments can see any warnings/errors to resolve them
 - Account numbers are entered
 - Spending approvals for account numbers are complete
 - Verify that account numbers have enough funds (research & special purpose only - and only during current fiscal year)
 - Research grant end dates are checked
 - Student is registered in current academic year
 - Student has direct deposit information setup through Payroll

System Access – Three Different Roles

- **Entry and Reporting** – Staff with this role can enter award requests but cannot approve or send the requests to FGS. This role is suitable for departments where someone prepares the GSPIP and another person reviews it before sending it to FGS. Some areas may not have staff within this role.
- **Approval, Entry and Reporting** – Staff with this role can enter and send approved award requests to FGS for review (for a letter of offer to be sent to the student). It is recommended to have no more than 2 staff within this role.
- **Reporting Only** – Staff with this role can search for award information but cannot enter or approve award information. This role is suitable to those who need award information for reporting purposes such as Deans, Chairs, Departmental Admins, etc.

Next Steps

- Departments to complete and send in forms
 - Signed copy from the Department Chair (fax/fax-to-email)
 - Original copy in Word (easier to compile info with a Word copy)
 - Submit as soon as possible
- Development and testing will continue until end of December
- Previous GSPIP info from paper will be entered into system (January). Ask for Departments to review info within system for accuracy.
- Training will be scheduled for January and February

Review Form and Questions

- Review form that was sent to each Department
- Any questions about the form or the project

Thank you!