



What's wrong with my tuition waiver?



What's wrong with my tuition waiver?

- Graduate Tuition Waiver Report
- Letter of Appointment
- Graduate Waiver Status Tabs
- Check Points
- Summer Registration & Academic Dates
- Navigation
- Security Roles
- Contact

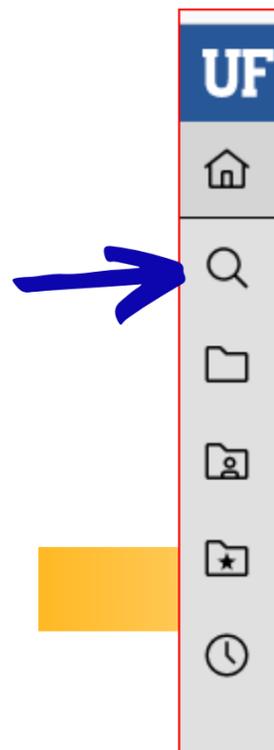
Enterprise Analytics

Graduate Tuition Waiver Reports

Review the waiver report to check for errors, i.e., "Fail Budgets" and "Project Inactive Dates."

Graduate Tuition Waiver Requests Navigation

Main Menu > Enterprise Analytics > Access Enterprise Analytics



On the left side of the screen click the magnifying glass. Type in Graduate Tuition Waiver Requets and press enter/return on the keyboard. See the screenshot on the next slide.

Enterprise Analytics

Graduate Tuition Waiver Reports

The screenshot displays the UF Enterprise Analytics interface. The top navigation bar includes the UF logo, a search icon, and the text "Graduate Tuition Waiver Requests". The main content area is titled "Graduate Tuition Waiver Funding Prompts".

On the left, a search bar contains the text "graduate tuition waiver requests" and shows "50 Results". The search results list several reports, with the top one highlighted in yellow: "Graduate Tuition Waiver Requests" (Team content > Shared ... > Tuition Waiver Reports).

The main area shows a "Required Prompt" section with a list of codes: 2225, 2221, 2218, 2215, 2211, 2208, 2205, 2201, 2198, 2195, and 2191. Below the list are "Select all" and "Deselect all" links.

Below the "Required Prompt" section is an "AND" section with a "Keywords" field and a "Search" button. Below that is an "Options" dropdown menu. The "Results" section contains a list box and an "Insert" button. The "Choices" section contains a list box and a "Remove" button.

Letter of Appointment

NAVIGATION: Main Menu > Human Resources > Workforce Administration > UF Grad Letters of Appointment > UF Grad Letters of Appointment

Enter UFID of Graduate Assistant or Fellow and then click Search.

UF Grad Letters of Appointment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Empl ID:	begins with	<input type="text"/>	
UN Rcd Nbr:	=	<input type="text"/>	
Name:	begins with	<input type="text"/>	
Last Name:	begins with	<input type="text"/>	
Department:	begins with	<input type="text"/>	
Job Code:	begins with	<input type="text"/>	
Contract Begin Date:	=	<input type="text"/>	
Contract End Date:	=	<input type="text"/>	
Link Status:	=	<input type="text"/>	

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

Letter of Appointment

UF Grad LOA

Empl ID: ██████████ LOA Rcd#: 6 Name: ██████████

Contract Data

*Dept ID: 16400100 LS-PSYCHOLOGY-GENERAL Offer Date: 01/12/2022 LOA Active:

*Job Code: 000541 GRADUATE AST-T Empl Rcd Nbr: 0 Link Status: Active

*Begin Date: 01/01/2022 Refresh terms if dates changed. FTE: 0.500000 *Annual Rate: 19,100.000

*End Date: 05/15/2022 Refresh Waiver Terms Salary Plan: GA09 Compensation Rate: 979.487179

Link Status and Waiver Term Status should be Active.

To change the Employee Record Number, highlight the number, delete then click on the magnifying glass and select the correct ERN.

Graduate Assistants

Special Conditions: Your stipend will be accompanied by a tuition waiver for the minimum required registration (9 credits in Spring). Tuition is included in your assistantship; however, you are responsible for the fees associated with each

Duties & Responsibilities: Assist ██████████ in Advising, including attending lectures specified by ██████████ assisting in developing advisement programs, and maintaining at least 10 office hours per week. Responsible for covering Advisement Office hours in supervisor's absence. Coordinate with supervisor on all work.

Supervisor ID: 91879500 Chandler, Ron L Contract Template: [v]

Evaluation Date: [] Reason not evaluated: [v]

Waiver Terms

Term	Session	Status	*Waiver Requested	Fee Residency	Matric Distribution	Full Fee Distribution
1 2221	1	Active	Matriculation Only	In-State	Matric Distribution	Full Fee Distribution

Letter of Appointment

UF Grad LOA

Empl ID: ██████████ LOA Rcd#: 6 Name: ██████████

Contract Data

*Dept ID: 16400100 LS-PSYCHOLOGY-GENERAL Offer Date: 01/12/2022 LOA Active:

*Job Code: 000541 GRADUATE AST-T Empl Rcd Nbr: 0 Link Status: Active

*Begin Date: 01/01/2022 Refresh terms if dates changed. FTE: 0.500000 *Annual Rate: 19,100.000

*End Date: 05/15/2022 Refresh Waiver Terms Salary Plan: GA09 Compensation Rate: 979.487179

The Begin Date and End Date must be entered correctly for each term.

Graduate Assistants

Special Conditions: Your stipend will be accompanied by a tuition waiver for the minimum required registration (9 credits in Spring). Tuition is included in your assistantship; however, you are responsible for the fees associated with each

Duties & Responsibilities: Assist ██████████ in Advising, including attending lectures specified by ██████████ assisting in developing advisement programs, and maintaining at least 10 office hours per week. Responsible for covering Advisement Office hours in supervisor's absence. Coordinate with supervisor on all work.

Supervisor ID: 91879500 Chandler, Ron L Contract Template:

Evaluation Date: Reason not evaluated:

Be sure only ONE (the current term) Waiver Requested is selected.

Waiver Terms

Term	Session	Status	*Waiver Requested	Fee Residency	Matric Distribution	Full Fee Distribution
1 2221	1	Active	Matriculation Only	In-State	Matric Distribution	Full Fee Distribution

Remember to distribute as needed.

Grad Waiver Status

[Grad Waiver Status](#) | [Funding Detail](#) | [Course Detail](#)

Empl ID XXXXXXXXXX XXXXXXXXXX

Term 2024 Waiver Requested Matric Tuition Residency N

Grad Student Y
 GPA Meets Req Y
 FTE Valid Y
 Minimum Reg Hrs Y

Waivers			
Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	9	Sum1 Waiver Hrs	Sum2 Waiver Hrs

[Personalize](#) | [Find](#) | |
 First 1 of 1 Last

LOA Rcd Nbr	Session	Appointment Status	Waiver Requested	Waiver Funding Status
1	6 Regular	Active	Matriculation Only	Active

NAVIGATION: Main Menu > Human Resources > Workforce Administration > UF Grad Letters of Appointment > UF Grad Waiver Status

Check for the "Y" in each section.

If any section contains an "N" the waiver will not pay until this is corrected.

Grad Waiver Status

Grad Waiver Status
Funding Detail
Course Detail

Empl ID XXXXXXXXXX XXXXXXXXXX

Term 2024 Waiver Requested Matric Tuition Residency N

Grad Student Y GPA Meets Req Y FTE Valid Y Minimum Reg Hrs Y

Waivers

Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	9	Sum1 Waiver Hrs	Sum2 Waiver Hrs

Personalize | Find | |
First 1 of 1 Last

LOA Rcd Nbr	Session	Appointment Status	Waiver Requested	Waiver Funding Status
1	6 Regular	Active	Matriculation Only	Active

An "N" in the circled section is the result of the student's record not showing him/her as a Graduate Student 7, 8, or 9.

Verify in Student Admin by going to the Student's current courses or Academic Program or check with the Registrar's Office. Only the Registrar can change this status.

Grad Waiver Status

Grad Waiver Status

Funding Detail

Course Detail

Empl ID ██████████ ██████████

Term 2221 Waiver Requested Matric Tuition Residency N

Grad Student Y GPA Meets Req Y FTE Valid Y Minimum Reg Hrs Y

Waivers

Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	9	Sum1 Waiver Hrs	Sum2 Waiver Hrs

Personalize | Find | |
First 1 of 1 Last

LOA Rcd Nbr	Session	Appointment Status	Waiver Requested	Waiver Funding Status
1	6 Regular	Active	Matriculation Only	Active

GPA Requirement

An "N" in this section indicates the student's GPA does not meet the required minimum, which is 3.0.

Grad Waiver Status

Grad Waiver Status | Funding Detail | Course Detail

Empl ID ██████████ ██████████

Term 2221 Waiver Requested Matric Tuition Residency N

Grad Student Y GPA Meets Req Y **FTE Valid Y** Minimum Reg Hrs Y

Waivers

Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	9	Sum1 Waiver Hrs	Sum2 Waiver Hrs

Personalize | Find | | First 1 of 1 Last

LOA Rcd Nbr	Session	Appointment Status	Waiver Requested	Waiver Funding Status
1	6 Regular	Active	Matriculation Only	Active

FTE Valid

An "N" in the FTE Valid section indicates the student's job data FTE does not meet the minimum requirement needed for an assistantship of .25 FTE.

Grad Waiver Status

[Grad Waiver Status](#) | [Funding Detail](#) | [Course Detail](#)

Empl ID ██████████ ██████████
 Term 2221 Waiver Requested Matric Tuition Residency N
 Grad Student Y GPA Meets Req Y FTE Valid Y **Minimum Reg Hrs Y**

Waivers			
Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	9	Sum1 Waiver Hrs	Sum2 Waiver Hrs

Personalize | Find | | First 1 of 1 Last

LOA Rcd Nbr	Session	Appointment Status	Waiver Requested	Waiver Funding Status
1	6 Regular	Active	Matriculation Only	Active

Minimum Req. Hrs.

An "N" in this section indicates the student has not met the registration requirements for the assistantship or fellowship.

Check the Course Detail tab for the student's current registration status.

Grad Waiver Status: Course Detail Tab

Course Detail Tab

Grad Waiver Status | Funding Detail | **Course Detail**

Empl ID ██████████ ██████████

Term 2221 Waiver Requested Matric Tuition Residency N

Waivers			
Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	9	Sum1 Waiver Hrs	Sum2 Waiver Hrs

Eligible Enrolled Hours			
Reg Law Hrs		Sum1 Law Hrs	Sum2 Law Hrs
Reg Grad Hrs	9	Sum1 Grad Hrs	Sum2 Grad Hrs
Reg Ugrad Hrs		Sum 1 Ugrad Hrs	Sum 2 Ugrad Hrs

Personalize | Find | [Grid Icon] | First [Left Arrow] 1-3 of 3 [Right Arrow] Last

Session	Course Section	Class Nbr	Course Code	Credit Hours	Waiver Allowed Flag	Mat & Supp Fee
1 Regular	7982	12173	EAB6937C	3.0	Y	
2 Regular	EON1	12881	EME6609	3.0	Y	
3 Regular	6296	17954	PSY6971	3.0	Y	

Review the number of Eligible Enrolled Hours.

Check for the "Y" in the Waiver Allowed Flag section.

If any course contains an "N" the waiver will not pay until this is corrected.

Grad Waiver Status: Funding Detail Tab

Grad Waiver Status | **Funding Detail** | Course Detail

Empl ID [REDACTED] [REDACTED]

Term 2221 Waiver Requested Matric Tuition Residency N

Waivers

Reg Appt Type	GA	Sum1 Appt Type	Sum2 Appt Type
Reg FTE	0.500000	Sum1 FTE	Sum2 FTE
Reg Waiver Hrs	9	Sum1 Waiver Hrs	Sum2 Waiver Hrs
Reg Mat In-State	4038.57	Sum1 Mat In-St	Sum2 Mat In-St
Reg Mat Out-St	6211.89	Sum1 Mat Out-St	Sum2 Mat Out-St
Reg Fee In-St		Sum1 Fee In-St	Sum2 Fee In-St
Reg Fees OutSt		Sum1 Fee Out-St	Sum2 Fee Out-St

Personalize | Find | [Grid Icon] | Funding 1-2 of 2 | Last

Funding		Share Percent		Error						
LOA Rcd Nbr	Appt Type	Session	Waiver	Remission Type	Department ID	Combination Code	Pay Session	In State Amt	Out of State Amount	Error
1	6 GA	Regular	Matric	Wvr Auth	16400100		Regular	4038.57		
2	6 GA	Regular	Matric	Wvr Auth	74010500		Regular		6211.89	

Funding Detail Tab

Check for errors in the Error column.

Not having enough funding in the account will create a "Budget" error.

A grant that has expired will create an "Inactive" error in this column.

All errors need to be corrected before the waiver will pay.

Waiver Helpful Check Points

Letter of Appointment

- All Letter of Appointments (LOAs) have been entered for each student.
- The “LOA” is active Active.
- The “Link Status” is Active.
- The FTE is correct. If not, is there more than one LOA entered for the student? See the last checkpoint on this list.
- The correct academic (Begin Date and End Date) dates have been entered.
- The Employee Record Number (EmplRcdNbr) is selected.
- The correct Waiver Term is selected. Be sure only **one (current) term** is selected.
- The “Waiver Requested” is selected. Choose either “Matriculation & Full Fees” or “Matriculation Only.”
- The combination code(s) is/are entered. (Matric Distribution and/or Full Fee Distribution)
- If there are duplicate LOAs, inactivate duplicate LOAs by sending your request to ufhr-employment@ufl.edu or wrogers@aa.ufl.edu

Grad Waiver Status Check Points

Grad Waiver Status

- Does the student's GPA meet the minimum requirement (3.0+)?
- Is the student registered for the minimum required hours to receive the waiver?
- Click on the Funding Detail tab in the Grad Waiver Status. Is there a "Budget" in the Error column? If yes, please add funding or enter a different funding source. Remember, if the budget is even one penny short, the waiver system will not process any of the waivers.
- See the Funding Detail tab in the Grad Waiver Status. Is there an "Inactive" in the Error column? If yes, please extend the project date in the Budget Detail section as shown in the sample below. Extend the highlighted project date in this section.

Budget Detail

Project P0199999 [REDACTED]

Budget Period 1 Begin Date 09/01/2020 End Date 08/31/2021 Finalize Process Monitor

Project Budget Summary

Cost Share Direct 0.00 Currency USD Total Budget [REDACTED]

Sponsor Budget [REDACTED] Security Status None

Budget Amounts for Period Personalize | Find | View All | [Grid Icon] | [Print Icon] First 1-6 of 6 Last

General | Project Detail | General Ledger Detail | Commitment Control Detail | Grants Detail

Check Points to Remember

- Waivers begin running at the end of drop/add each semester.
- The waiver system's last run is the last day of classes for each semester.
- Review the report daily/weekly throughout the semester to avoid having to request a manual waiver. The manual waiver procedure involves multiple units and each one is processed according to the units' workload in the order received. To help prevent manual waiver requests, please continue reminding the department to review the Waiver Report daily to ensure payments have processed and not backed out.
- LOA PRIOR TERM DIRECT TUITION CHARGE CORRECTIONS: Once a term closes and you need to change a direct charge to a different direct charge, you will need to complete an E2E journal.
 - Tuition Waiver Authority (WAVR) **fund 132 CANNOT be used** on any Prior Term Tuition Charge Corrections.



Waiver Helpful Tips

Summer Registration & Academic Dates

Be sure each student is registered correctly for the Summer term. In the LOA enter in the correct Begin and End dates.

Note: *These dates change each academic year.*

UF ADMINISTRATIVE MEMO

FROM:

Joseph Glover, Provost and Senior Vice President for Academic Affairs

SUBJECT:

Academic Year Appointment Calendar through Spring 2023

Listed below are the dates for the Academic Year through Spring 2023

Summer 2022:

Term A 5/16/2022 – 6/30/2022

Term B 7/01/2022 – 8/15/2022

Term C 5/16/2022 – 8/15/2022

2022-2023 Academic Year:

Fall 2022 8/16/2022 – 12/31/2022

Spring 2023 1/01/2023 – 5/15/2023

[UF Grad Letters of Appointment](#)

Last Updated Date: 2014-04-23 21:41:04

UF Graduate Letters of Appointment

Application: Human Resources

Main Menu>Workforce Administration>UF Grad Letters of Appointment>UF Grad Letters of Appointment

[UF Grad Waiver Status](#)

Last Updated Date: 2014-04-23 21:41:06

UF Graduate Waiver Status

Application: Human Resources

Main Menu>Workforce Administration>UF Grad Letters of Appointment>UF Grad Waiver Status

[Waiver Course Exceptions](#)

Last Updated Date: 2014-04-23 21:41:04

Waiver Course Exceptions

Application: Human Resources

Main Menu>Workforce Administration>UF Grad Letters of Appointment>UF Grad Waiver Setup>Waiver Course Exceptions

[UF Graduate Petitions](#)

Last Updated Date: 2014-04-23 21:41:07

UF Graduate Petitions

Application: Human Resources

Main Menu>Workforce Administration>UF Grad Letters of Appointment>UF Graduate Petitions



Security Roles and Descriptions

- UF_LOA_VIEW (view only the LOA screens)
- UF_LOA_INPUT (input LOA only –no funding capabilities)
- UF_LOA_WAIVER (input waiver funding distribution -matriculation)
- UF_LOA_FEE (input full fee funding distribution)
- UF_LOA_STATUS (view status of waiver, funding detail, and course detail)
- UF_LOA_PET_VIEW (view students with approved petitions)

Contact

College Level Tuition Waiver Contacts

If you need assistance with your tuition waiver or have questions regarding the status of a waiver, contact your unit/college expert. If additional assistance is needed, the unit/college expert will work with the appropriate university core office to resolve the issue. Thank you!

Amber Allen

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Wilma Rogers

wrogers@aa.ufl.edu

Graduate School

Dr. Judith Traveis

judiusb@ufl.edu

*Graduate Appointment Guidelines;
Petitions related to GPA, Late Hires, FTE*

UFHR - Employment Records & Operations

ufhr-employment@ufl.edu

GA Employment Records and Entering Tuition Waivers

