

GRA Tuition and Health Insurance

Procedures

GRA tuition and health insurance amounts are provided by Graduate Studies. They receive some of their information in the form of a spreadsheet from the Bursar's Office. The spreadsheet is forwarded to the Budget Office where the information is used to create a spreadsheet that will be fed to Banner INB by ITS.

Since the GRA tuition and health insurance charges are entered in the system through feed of a spreadsheet, the amounts of tuition and health insurance for each pay period must be manually calculated and tracked. Calculating the amounts to be charged requires a study of the pay periods in the semester. If a semester is composed of 7 pays, such as 5/10/06-8/15/06, each tuition and insurance amount may be divided by 7 in order to calculate the amount charged each pay period. If a semester is composed of $\frac{1}{2} + 8 + \frac{1}{2}$ pays, such as 8/16/06-12/31/06, the $\frac{1}{2}$ pays are ignored. The charges are calculated by dividing the tuition and insurance by 8. If Grad Studies does not have a final version of the spreadsheet ready by the beginning of the semester, the next pay period is used.

The labor distribution charges are obtained from information entered in Banner INB for the current pay period. Since the feed is only posted in Banner Finance and not HR, a manually entered description for the Budget Report states the student's name, fiscal year, and the pay period.

If Retros are submitted for a GRA, a manual journal entry is prepared and entered in the system. A year-to-date budget report from Self-Service and the Retro are used for documentation.

Please contact Candy Horch for additional information.

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