

# Assistantship Non-Resident Waiver Job Aid

Version 1.0 | December 13, 2016

The purpose of this job aid is to provide TWAPMTS users with guidance on the Assistantship Non-Resident Waiver entry and audit processes.

## Eligibility Criteria for the Assistantship Non-Resident Waiver (must qualify for ALL):

- Hired as Teaching Assistant, Research Assistant, or Graduate Assistant Lecturer
- Spouse/Dependent of a Teaching Assistant, Research Assistant, or Graduate Assistant Lecturer
- Working 50% Effort in position
- Enrolled full time and hired on or before the census date of the semester which is the 12<sup>th</sup> class day for Fall/Spring semester or the 4<sup>th</sup> class day for Summer 1/10 Week Classes and 4<sup>th</sup> class day of Summer II.
- Eligible Residency Codes:

Code	Description	Student Level	None
P	Non-resident, Not ST Fund, < 7 yrs	PhD	exceeded 99 hrs, but less or equal to than 7 yrs, so not charged for excessive hours. Waiver is for Graduate Assistantship waiver
I	International	All	waiver is for Graduate Assistantship
N	Non-resident	All	waiver is for Graduate Assistantship
K	Intl, Not ST Funded, < 7 yrs	PhD	exceeded 99 hrs, but less or equal to than 7 yrs, so not charged for excessive hours. Waiver is for Graduate Assistantship waiver

- If the department needs to process a Assistantship Waiver for a student on a separate campus (CS department → waiver for HSC student; HSC department → waiver for CS student), the department will need to submit a Assistantship Waiver to OGAPS for approval

## TWAPMTS Form Layout

- **Block 1** - Enter the term and your college/division and department in the first block and click the Next Block icon to move to the next block of the TWAPMTS form. Waivers and user access are tied to TWAPMTS users assess based on the primary Div Coll and Dept listed on Screen 006 in FAMIS.

- **Block 2 – Exemptions**

- **Exemptions tab** – The Exemptions tab lists the assistantship waiver for your college and department. Select the exemption and click on the Next Block icon to move to Block 3 which includes the student information.



## Assistantship Audit Information

- The Assistantship Audit begins after TWAPMTS has closed. TWAPMTS users receive an email each semester stating the dates when the Assistantship Audit will begin and end.
- It is the department's responsibility to submit the necessary documentation to TWAPMTS for the audit.
- All student payroll information has to be updated in the BPP system at the time of the audit. If the student payroll information is not updated in the BPP System at the time of the audit - in order for the audit to remain on the student account, the department would need to submit a **COPY** of the EPA (Employee Payroll Action) Form to TWAPMTS at [twapmts@tamu.edu](mailto:twapmts@tamu.edu). The form would have to be approved prior to sending to TWAPMTS. TWAPMTS does not have access to obtain the EPA form nor access to approve the form. A copy of the form, a Screenshot of the form, etc. are acceptable forms.
- If you have a student that did not receive the waiver while TWAPMTS was open and the waiver should have been added to their account you will need to submit a Late Assistantship Non-Resident Waiver request form to OGAPS (Office of Graduate and Professional Studies) for approval. Once approved, OGAPS will submit the information over to TWAPMTS. (<http://ogaps.tamu.edu/Buttons/Forms-Information>)

### **Reasons of Ineligibility:**

- Termination – Being terminated from the position
- Hired after Census Date – Must be hired before the census 12<sup>th</sup> class day for Fall/Spring and 4<sup>th</sup> class day for Summer I, II, and 10-week
- Not on Payroll – Student information is not found in BPP
- Not 50% Effort – Position must be at least 50% Effort
- Not Full Time – Must be considered a full-time student which is generally (Fall/Spring 9 hours and Summer 3 hours)
- Ineligible Title Code – Title Code is not eligible
- Ineligible Residency – Must be P,I,N, or K to qualify
- Ineligible Dependent – Dependent is ineligible or their spouse is ineligible

### **Resolve Ineligibility:**

- Termination – Department will need to either update BPP with the student information showing they have been hired or provide a copy of the EPA form showing the student has been hired
- Hired after Census Date – Department will need to send a request through OGAPS to get approval to leave the waiver on the student account
- Not on Payroll – Department will need to update BPP with the student information showing they have been hired or provide a copy of the EPA form showing the student has been hired
- Not 50% Effort – Department will need to update BPP showing position is at least 50% effort, or they will need to provide a copy of the EPA form showing the position will be increased to at least 50% effort
- Not Full Time – Department will need to ensure the student registers for additional hours to meet the minimum amount of hours for the semester
  - Fall/Spring Semester – GR (Graduate) – Billed hours are minimum of 9 hours
  - Summer Semester – GR (Graduate) – Billed hours are minimum of 3 hours
  - Long Term (41 Term) – Billed hours are minimum of 9 hours
  - Exceptions – Some Graduate Assistant Lecturers or some HSC students enrolled in a certificate program with the Baylor College of Dentistry and College of Medicine (department will need to submit the 1 hour registration requirement information for the student to [twapmts@tamu.edu](mailto:twapmts@tamu.edu), Student Business Services has no way of verifying this information.
- Ineligible Title Code – Department will need to update the student payroll information to reflect the correct title code in BPP or submit a copy of the EPA form. (Teaching Assistant, Research Assistant, or Graduate Assistant Lecturer are examples of eligible title codes)
- Ineligible Residency – Student can contact the Registrar's Office if they have questions about their residency status
  - Ineligible Dependent – The student will appear on the ineligible report and the department will need to send an email to [twapmts@tamu.edu](mailto:twapmts@tamu.edu) letting us know which exception applied to the student

## Reviewing the Assistantship Audit Report (PWT\_029 Report)

- The report is **pwt\_029\_your college code**. There are two reports. One for **Ineligible** and one for **Review**.
- The **Ineligible** report is what the Student Business Services office uses to determine if a student qualifies for the Assistantship Waiver or not.
- The **Review** report is for your reference to ensure that you did not miss adding any students to the Assistantship Waiver. If a student needs to be added, the department will need to submit a Late Assistantship Waiver to OGAPS (Office of Graduate and Professional Studies) for approval.
- Generate report through e Print report name **pwt\_029\_your college code**.
- Perform “text to column procedure” to read the information on the report. Procedures are located on the Student Business Services website.  
(<http://sbs.tamu.edu/media/769110/Procedures%20for%20Text%20to%20Columns%20on%20ePrint%20Reports.pdf> )
- The very last column of the report will list the reasons why a student does not qualify for the Assistantship Waiver and if there is more than one reason, it will be separated by a ~ symbol.
- Reasons of Ineligibility are listed below:
  - **Termination** – Being terminated from the position
  - **Hired after Census Date** – Must be hired before the census 12<sup>th</sup> class day for Fall/Spring and 4<sup>th</sup> class day for Summer I, II, and 10-week
  - **Not on Payroll** – Student information is not found in BPP
  - **Not 50% Effort** – Position must be at least 50% Effort
  - **Not Full Time** – Must be considered a full-time student which is generally (Fall/Spring 9 hours and Summer 3 hours)
  - **Ineligible Title Code** – Title Code is not eligible for the waiver
  - **Ineligible Residency** – Must be P,I,N, or K to qualify
  - **Ineligible Dependent** – Dependent is ineligible or their spouse is ineligible
- **The waiver will be removed for the students on the Ineligible Report if we don't receive proper documentation by the deadline** (TWAPMTS Schedule [http://sbs.tamu.edu/accounts-billing/for-departments-twapmts/#TWAPMTS\\_SCHED](http://sbs.tamu.edu/accounts-billing/for-departments-twapmts/#TWAPMTS_SCHED)).

## Other Relevant Information

- TWAPMTS data can be extracted from Compass to be viewed in Excel. From the Contracts and Exemptions Detail Block (Block 3), click ‘Help’, select ‘Extract Data no key’ and then click ‘Open’.
- Related Compass Forms
  - TSAACCT – Form displays all contracts and exemptions on student account
  - TSICONT – Simple list of all students with a contract
  - TSIEXPT – Simple list of all students with an exemption
  - TSICSRV – View amount exemption/contract actually pays on a student account
  - SFAREGS – Detailed view of summary registration information in TWAPMTS
  - SGASTDN – Detailed view of summary student information in TWAPMTS
- For additional TWAPMTS information, visit [http://sbs.tamu.edu/accounts-billing/for-departments-twapmts/#WAVE\\_EXMP](http://sbs.tamu.edu/accounts-billing/for-departments-twapmts/#WAVE_EXMP)
- Or search ‘TWAPMTS’ in Aggie Answers (<https://tamusbs.custhelp.com/app/answers/list>)

## Samples from the pwt\_029 report follow on next page

Term	Name	UIN	Banner ID	SP/Dep Indicator	Employee UIN	Exemption Code	Multi-term Assessment student (Y/N)	Academic College	Academic Department	Residency	Multi-term Assessment Billed Hours	Ineligible Reason
201631	Alisha, .	2.25E+08	T01819101		225005173	90000600	N	GV	MARS	I	3	
201631	Cullen, Jo	8.22E+08	T01226261		822007884	90000600	N	AG	WFSC	N	8	
201631	Glazner, R	3.24E+08	T01663786		324004216	90000600	N	AG	ESSM	N	6	
201631	Little, Sha	8.25E+08	T01773953		825001589	90000600	N	GV	MARS	I	3	
201631	Yang, Bing	2.25E+08	T01675425		225001699	90000600	N	GE	OCNG	I	8	
201631	Addae-Wi	8.24E+08	T01539633		824001204	90050800	N	AG	ESSM	I	9	
201631	Arunanon	2.23E+08	T01447944		223009787	90050100	N	AG	AGEC	I	9	

### Information from the report - Term, Name, UIN, Banner ID , SP/Dep Indicator, Employee UIN, Exemption Code, Multi-term Assessment student (Y/N)

Term	Name	UIN	Banner ID	SP/Dep Indicator	Employee UIN	Exemption Code	Multi-term Assessment student (Y/N)
201631	Alisha, .	225005173	T01819101		225005173	90000600	N
201631	Cullen, Joshua Alexander	822007884	T01226261		822007884	90000600	N
201631	Glazner, Rachael Marie	324004216	T01663786		324004216	90000600	N
201631	Little, Shawna Nicole	825001589	T01773953		825001589	90000600	N
201631	Yang, Bingyu	225001699	T01675425		225001699	90000600	N
201631	Addae-Wireko, Louis	824001204	T01539633		824001204	90050800	N
201631	Arunanonchai, Panit	223009787	T01447944		223009787	90050100	N
201631	Baber, Jessica Rae	220002771	T00660635		220002771	90050400	N
201631	Belk, Aerial Danielle	721002525	T00894056		721002525	90050400	N
201631	Boeckman, Justin Xavier	425009885	T01884607		425009885	90050400	N
201631	Carillo, Brianna Jane	419006456	T00609375		419006456	90050400	N

### Information from the report – Exemption Description, Classification, Level, Academic College, Academic Department, Residency, Multi-term Assessment Billed Hours

Exemption Description	Classification	Level	Academic College	Academic Department	Residency	Multi-term Assessment Billed Hours
0201 W^54.212^GRASstADGALV	G7	GR	GV	MARS	I	3
0201 W^54.212^GRASstADGALV	G8	GR	AG	WFSC	N	8
0201 W^54.212^GRASstADGALV	G7	GR	AG	ESSM	N	6
0201 W^54.212^GRASstADGALV	G7	GR	GV	MARS	I	3
0201 W^54.212^GRASstADGALV	G8	GR	GE	OCNG	I	8
0201 W^54.212^GRASstAGESSM	G8	GR	AG	ESSM	I	9
0201 W^54.212^GRASstAGAGEC	G8	GR	AG	AGEC	I	9
0201 W^54.212^GRASstAGANSC	G7	GR	AG	ANSC	N	9

**Information from the report - TWAPMTS College Code, TWAPMTS Dept Code, Exemption user ID, Email, Position %, Position/Title Code, Hire Date, Terminate Date**

	P	Q	R	S	T	U	V	W
1	TWAPMTS College Code	TWAPMTS Dept Code	Exemption user ID	Email	Position %	Position/Title Code	Hire Date	Terminate Date
2	AD	GALV	WILKINSN	wilkinsn@tamu.edu	5000	7550	2/1/2016	
3	AD	GALV	WILKINSN	wilkinsn@tamu.edu	5000	9221	6/1/2014	
4	AD	GALV	WILKINSN	wilkinsn@tamu.edu	5000	7550	9/1/2015	
5	AD	GALV	WILKINSN	wilkinsn@tamu.edu	5000	7550	1/16/2016	
6	AD	GALV	WILKINSN	wilkinsn@tamu.edu	5000	7550	9/1/2015	
7	AG	ESSM	MCCLENTON	mmcclenton@tamu.edu	0			
8	AG	AGEC	MERCHANT4	merchant4@tamu.edu	5000	7550	9/1/2014	
9	AG	ANSC	JENR	jlhouston@tamu.edu	5000	7550	12/14/2011	

**Information from the report – TWAPMTS Comment, Employment Status Code Description, T% Cohort Term Effective, T% Cohort**

	X	Y	Z	AA
1	TWAPMTS Comment	Employment Status Code Description	T% Cohort Term Effective	T% Cohort
2		Active		
3		Active		
4		Active		
5		Active		
6	TWAPMTS: Yang MARS GAT	Active		
7				
8	TWAPMTS:	Fellow (Graduate)		
9	TWAPMTS:	Leave of Absence	201431	TLR_1112

**Information from the report – Max Amount, Ineligible Reason**

	AB	AC
1	Max Amount	Ineligible Reason
2		Ineligible Billed Hours
3	3389.76	Ineligible Billed Hours
4	2542.32	Ineligible Billed Hours
5		Ineligible Billed Hours
6	3389.76	Ineligible Billed Hours
7	3813.48	Position Pct less than 50%
8	3813.48	Ineligible BPP Status Code
9	3813.48	Ineligible BPP Status Code
10	3813.48	Position Pct less than 50%

