

COMPASS TWAPMTS FORM – Tuition, Waivers and Payments

This form was created to collect student information that will be used to process student contract and assistantship waiver payments.

This process will replace the ONPAR (ONline Payment Request) system used by TAMU colleges and department to post restricted tuition/fee payments to COMPASS effective spring 2012. This form will also be used to replace the departmental upload SharePoint process to post and delete Exemptions.

Note: A ^ will be used to indicate that a LOV (list of value) button will be available for the field. The // indicates a scroll bar on the TWAPMTS form.

Key Block: Tuition, Waivers and Payments

| Field | Description |
|-------------------------|--|
| Term:^ | <p>Required Field</p> <p>Enter year, campus code and term code for payment request. Example: <u>201211</u> (Spring CS-2011 term) Year (YYYY) Campus Code (1 – CS, 2-GV) Term code (1-spring, 2-summer, 3-fall)</p> |
| User College/Division:^ | <p>Required Field</p> <p>Enter two digit College Code or two digit Division Code. Codes are based on user access and were derived from FAMIS codes found on form 006.</p> |
| User Department:^ | <p>Required Field</p> <p>Enter Departmental Code. Codes are based on user access and were derived from FAMIS codes found on form 006.</p> |

Block 2: Contracts Tab //

| Field | Description |
|-------------|--|
| Contract ID | <p>System Populated Field</p> <p>This field will display a 9 digit contract ID</p> |

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| | <p>based on the user college/division code and department.</p> <p>All contracts for College Station will begin with V9 and V7 for Galveston.</p> <p>If the field is blank the user will not be able to process contact payments based on the college/division and department codes from the key block.</p> |
| Contract # | <p>System Populated Field</p> <p>If a contract ID is available for the user to view then a contract number will display on the screen.</p> |
| Contract Description | <p>System Populated Field</p> <p>A brief description on the Contract number will be displayed If a contract ID and Contract # is available based on the college/division and department codes from the key block. The description will give the user an idea of what the student contract payment will cover.</p> |

Block 3: Contract Payment Details //

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| Delete Indicator: | <p>Optional Field.</p> <p>Enter “D” to delete a payment that was previously processed. Leave blank if you do not want to delete the payment requested.</p> <p>This is an editable field after the record has been saved.</p> |
| Student ID: | <p>Required field</p> <p>Enter UIN or COMPASS ID of student. The length of the ID cannot exceed nine characters.</p> <p>Once the record has been saved this is not an editable field.</p> |
| Student UIN: | System Populated Field |
| Student Name: | System Populated Field |
| Total Billed Hours: | System Populated Field |

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| | Sum of total billed hours for the term. |
| Level: | System Populated Field |
| Program: | System Populated Field |
| College: | System Populated Field |
| Primary Maj. Field of Study: | System Populated Field Displays the student primary major field of study. |
| Dept.: | System Populated Filed Displays the student primary major field of study department. |
| Residency: | System Populated Field |
| Max Amount: | Optional Field. Enter maximum amount of the payment you want applied to the student account. System will pay student according to contract authorized with this limit. Leave blank if there are no restrictions. Max Amount not to exceed 99,999.99. This is an editable field after the record has been saved. |
| FAMIS Acct.: ^ | Required field Enter six digit FAMIS account number. Users can view all accounts affiliated with the department according to their access by using the LOV button. This is an editable field after the record has been saved. |
| Support Acct.: ^ | Required Field Enter five digit FAMIS support account number. Users can view all support accounts associated with the FAMIS account and affiliated with the department according to their access. If there is not a support account available the user should enter all zeros in the field. |

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| | This is an editable field after the record has been saved. |
| Object Code: ^ | Required Field Enter in four digit FAMIS object code. Each user can view object codes by using the LOV button. This is an editable field after the record has been saved. |
| Comment:^ | Optional Field. Enter any information that you want to reference regarding the payment. Maximum 51 characters. This is an editable field after the record as been saved. User will be able to use LOV button to view all previous notes saved. |
| User: | System Populated Field. When a record is being entered, edited and saved the user ID will be updated based on the current user. The system will not store the original user data after the records has been edited and saved. |
| Activity Date: | System Populated Field. Date is based on the last date the record was saved. |
| Contract Description | System Populated Field A brief description on the Contract number will be displayed. The description will give the user an idea of what the student contract payment will cover. |

Block 2: Exemptions Tab //

| Field | Description |
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| Exemption Code | System Populated Field This field will display an 8 digit exemption code based on the user college/division |

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| | <p>code and department.</p> <p>All exemptions for College Station will begin with 90 and 70 for Galveston.</p> <p>If the field is blank the user will not be able to process exemption payments based on the college/division and department codes from the key block.</p> |
| Exemption Description | <p>System Populated Field</p> <p>A brief description of the exemption will be displayed If an exemption code is available based on the college/division and department codes from the key block.</p> |

Block 3: Exemption Payment Details //

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| Delete Indicator: | <p>Optional Field.</p> <p>Enter "D" to delete a payment that was previously processed. Leave blank if you do not want to delete the payment requested.</p> <p>This is an editable field after the record has been saved.</p> |
| Student ID: | <p>Required field</p> <p>Enter UIN or COMPASS ID of student. The length of the ID cannot exceed nine characters.</p> <p>Once the record has been saved this is not an editable field.</p> |
| Student UIN: | System Populated Field |
| Student Name: | System Populated Field |
| Total Billed Hours: | <p>System Populated Field</p> <p>Sum of total billed hours for the term. User will use billed hours to determine if the student is eligible for the exemption payment.</p> |
| Level: | System Populated Field |
| Program: | System Populated Field |

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| College: | System Populated Field |
| Primary Maj. Field of Study: | System Populated Field Displays the student primary major field of study. |
| Dept.: | System Populated Filed Displays the student primary major field of study department. |
| Residency: | System Populated Field User must use the residency description to determine if the student is eligible for the exemption payment. |
| Spouse/Dep. Indicator: | Required Field (conditional) This is a required field only if the user is entering an exemption payment for a spouse or dependent of the employee hired on the assistantship. Click on the field box to add a check. Leave blank if this is not a spouse or dependent payment. |
| Employee UIN: | Required Field Enter the employee UIN of the person hired under the assistantship. |
| User: | System Populated Field. When a record is being entered, edited and saved the user ID will be updated based on the current user. The system will not store the original user data after the records has been edited and saved. |
| Activity Date: | System Populated Field. Date is based on the last date the record was saved. |

Access to the Form:

- 1) User must complete the Tuition, Waivers and Payment Form (TWAPMTS) available in [HOWDY!](#) Please download the form then acquire the necessary signatures to get access to update the form in COMPASS.
 - a. Go to the Employee tab
 - b. Compass User Training channel
 - c. Compass Forms link
 - d. Tuition Waivers and payment Form
 - e. Use the HELP! Tab for hints on how to complete the form.
- 2) The form should be signed by the following:
 - a. The user.
 - b. The users' Assistant Business Dean or TAMU Division. [TWAPMTS Form Business Assistant Deans Approval List](#)
 - c. The users' [Primary Authorizing Agent \(PAA\)](#) for their department or college.
- 3) The form should be sent to Student Business Services for Signature at MS 6001 or emailed to jlightfoot@tamu.edu.
- 4) The form should be sent to eis-security@tamu.edu.
- 5) The user must complete TWAPMTS training.
 - a. Online – print certificate
 - b. Classroom – when available
- 6) Users will be given access to security group G_STAR_73_TWAPMTS_DEPARTMENTS.

Form Functions

Key Block:

- 1) Term Driven
- 2) User College/Division Code must be used based on EIS Tuition, Waivers and Payment Form. Codes derived from FAMIS codes found on form 006.
- 3) User Department code must be used based on EIS Tuition, Waivers and Payments Form. Codes derived from FAMIS codes found on form 006.
- 4) Update access available through the 12th class day fall/spring and 4th class day summer II.
- 5) Query access available after 12th class day.
- 6) The College and Departmental Code must match the FAMIS college/division and departmental code. The codes are sometimes not the same codes as used for student academic records. TWAPMTS users will need to know the FAMIS codes associated with their accounts in order to enter contacts/exemptions.

Block 2 Contracts/Exemptions:

- 1) User must choose if they are going to update/view using Contracts tab or Exemptions tab.
- 2) Contracts Tab will display contract available to use to process different types based on contract description.

- 3) Exemptions Tab will display exemptions available to use to process the assistantship waiver only.
- 4) Users can scroll up and down to view the different contract and exemptions payment options.

Block 3: Student Payment information:

- 1) This block will contain some system-populated information regarding the student record after the student id is entered.
- 2) This information can be used to help the user make decisions regarding the payment(s) that will be processed for the student.
- 3) The user has the ability to scroll up, down and side to side to view the student information.
- 4) The user will have the ability to clear, insert or copy a student record.
- 5) The user should have the ability to edit and update certain fields after the record has been saved.
- 6) The user will have the ability to Extract Data.

Form Reports

Audit Reports:

- 1) An audit report will be produced daily for users to review to determine if there are issues with FAMIS accounts that need to be addressed.
- 2) An audit of all TWAPMTS contracts and exemptions will be provided after the 20th class day that will include BPP information.
- 3) Reports and be viewed in Howdy through E-Print.

TWAPMTS Data Reports:

- 1) A daily report will be provided to users of all TWAPMTS contracts and exemption payments processed through the 12th class day fall/spring and 4th class day summer II. For College Station and Galveston Campus.
- 2) Reports can be viewed in Howdy through E-Print.

Questions? - Should be emailed to twapmts@tamu.edu.