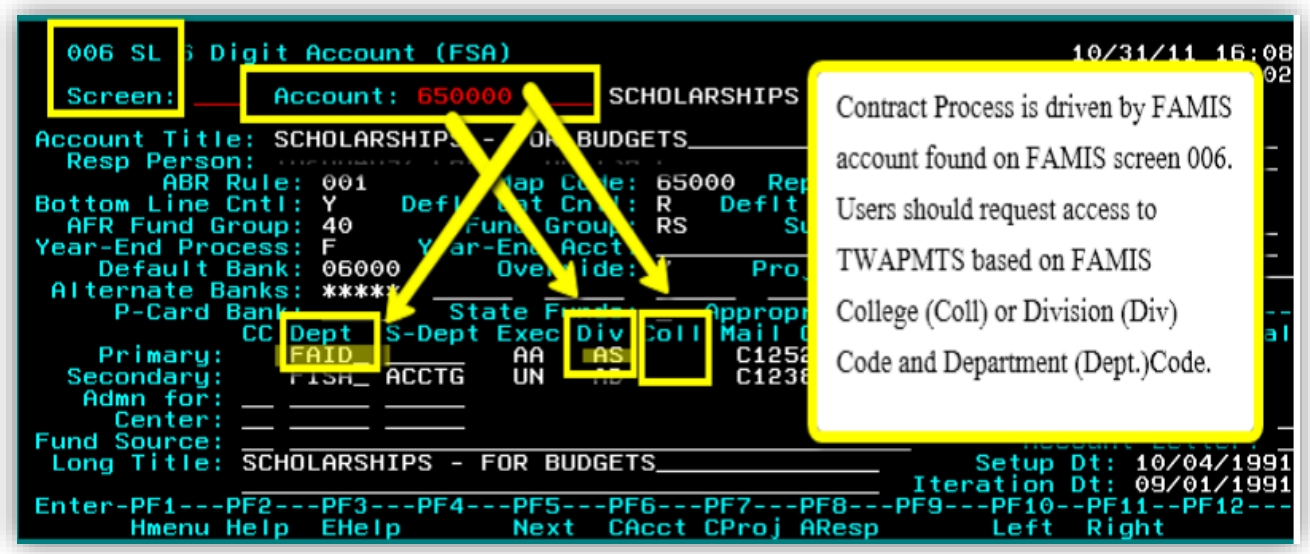
TWAPMTS Job Aid

Version 1.4| Updated June 19, 2019

The purpose of this job aid is to provide TWAPMTS users with quick access to information needed to navigate the TWAPMTS form and enter departmental payments and assistantship waivers.

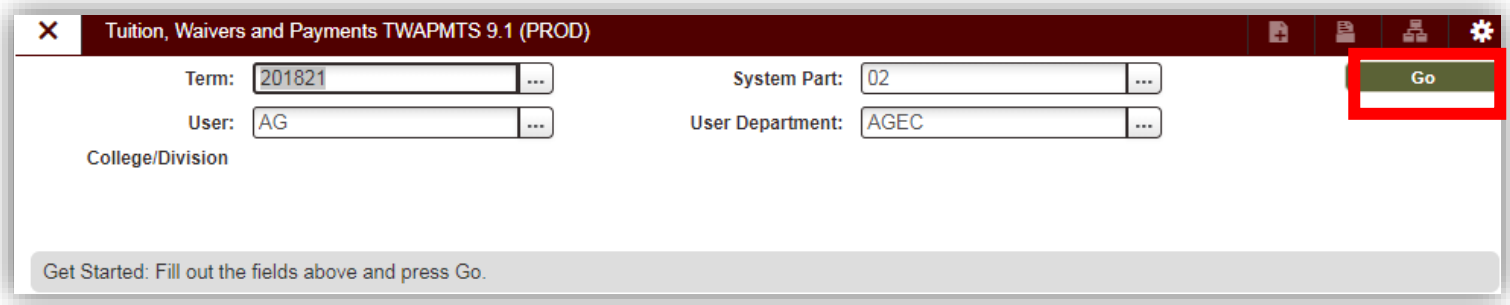
TWAPMTS and FAMIS

TWAPMTS contracts and user access is tied to FAMIS account numbers based on the primary Div Coll and Dept listed on Screen 006 in FAMIS.

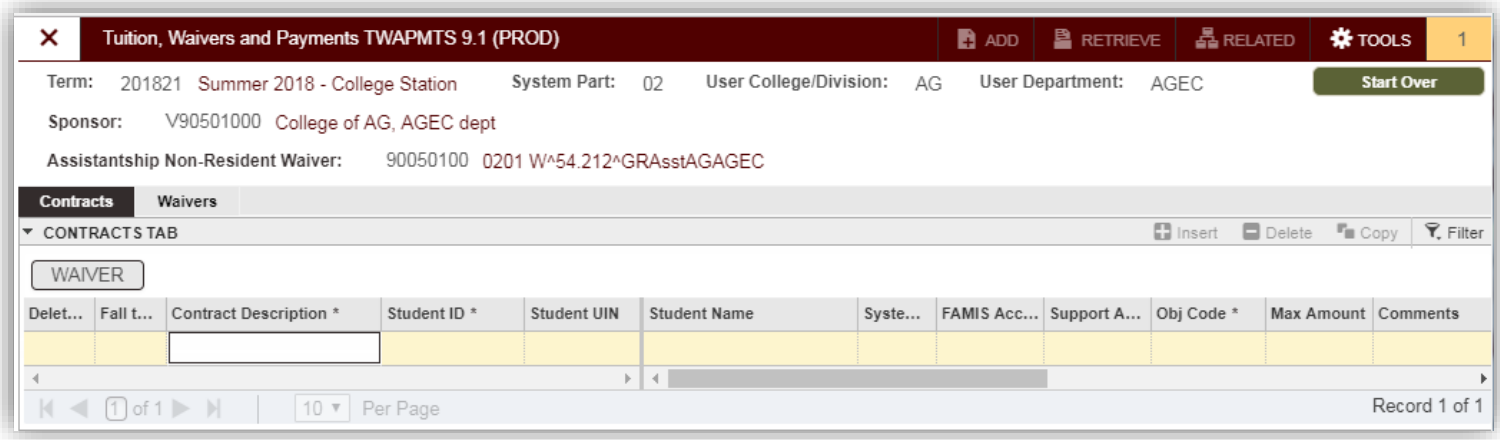


Banner 9 TWAPMTS Form Layout

- **Section 1** - Enter the term and your college/division and department in the first block and click Go to open the TWAPMTS form.



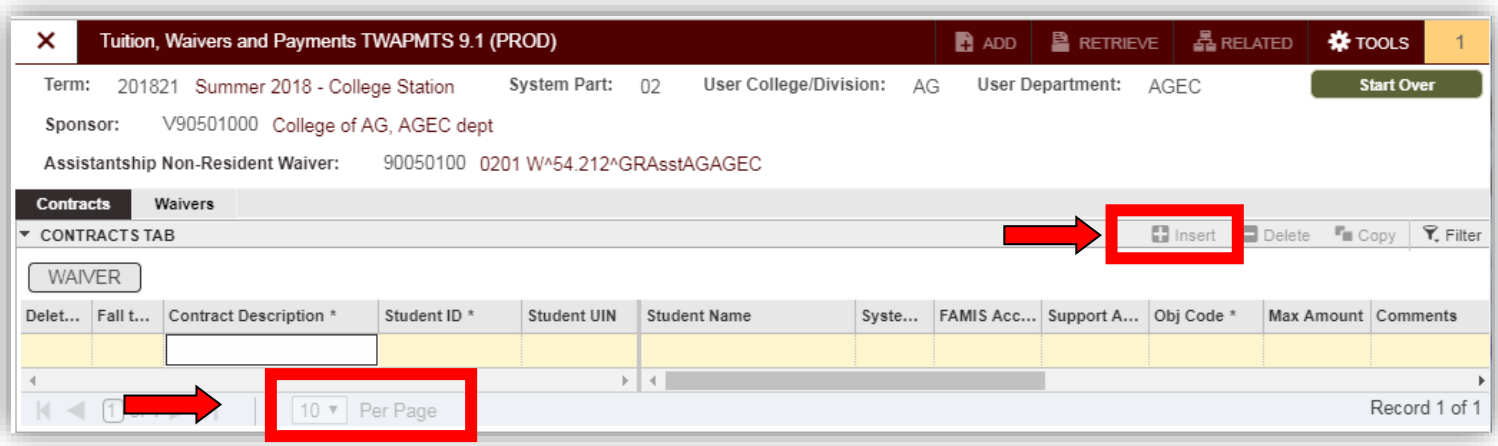
- **Section 2** – Contracts and Waivers



- **Contracts Tab** – The contracts tab will give details of the students who have been added or deleted from a contract for your college and department. All information for the student is now displayed on one screen.
- **Waivers Tab** – The Waivers tab lists the students that have the assistantship waiver for your college and department.

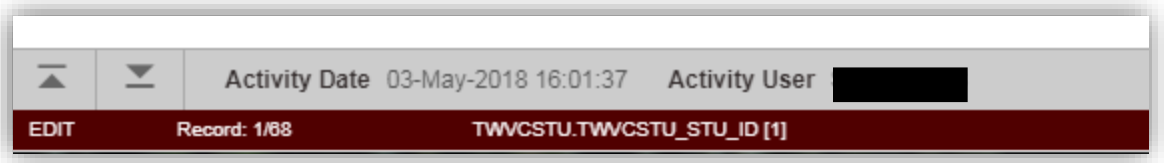
Contracts Tab – Process Departmental Tuition and Fee Payments

- After selecting the appropriate contract from the Contract Description Column, Tab over to being entering the student and FAMIS account information.
- If the page is full, you can adjust the amount of items per page or click on the +Insert icon to insert a new student. You can also insert a new record by clicking F6 on your keyboard.



- In the **Student ID** field, enter the Student UIN or Compass ID and the system will populate the Student UIN through Residency fields as well as the System Part field.
- **Max Amount**
  - Leave blank if there are no restrictions.
  - Enter the maximum amount of the payment you want applied to the student account for the selected contract. The system will pay the student according to the contract authorized with this limit.
  - Max Amount should not exceed 99,999.99.
  - This field may be edited after the record is saved.

- **FAMIS Acct**
  - Enter the six digit FAMIS account number or select the account number using the LOV button. New FAMIS account numbers are added automatically through a nightly process. If the account number does not appear within 1-2 business days of the new account creation in FAMIS, email twapmts@tamu.edu.
  - This field may be edited after the record is saved.
- **Support Acct**
  - Enter the five digit FAMIS support account number. If there is only one support account associated with the FAMIS account number, it will populate automatically.
  - If there is not a support account available, the user should enter all zeros.
  - This field may be edited after the record is saved.
- **Object Codes**
  - Enter the four digit FAMIS object code or select the object code using the LOV button.
  - This field may be edited after the record is saved.
  - Options include:
    - 5910 – Use for payments processed for **Undergraduate** students.
    - 5915 – Use for payments processed for **Graduate** students.
    - 6032 – Use for payments processed using **FAMIS accounts that start with 4.**
- **Comments** - Add comments in the comment field to record any changes you make to the student. Click on the Comments drop down button to view all comments on the student for that contract.
- **Delete Indicator** - To remove a contract, add a 'D' to the Delete Indicator field and click the Save icon. To reinstate a contract, remove the 'D' from the Delete Indicator field and click the Save icon. Be sure to add a comment each time you make a change.
- **User, Activity Date and Exemption Description** will show on the bottom of the compass screen when a student is highlighted.



- **Fall to Spring Roll Indicator** can be selected if you would like for the students waiver and/or contract to roll from the fall to the spring term. Y-Yes it will roll, N-No it will not roll. This can only be done from fall to spring. Summer will still need to be entered in TWAPMTS. ***Please note that you will still need to audit each student in TWAPMTS for the Spring terms. It will be your responsibility to be sure these students still qualify for their tuition payment or waiver.***

Multiple Contracts

- If you are using more than one FAMIS account to pay for a student's tuition and fees, you will need to process multiple contract payments. Only use multiple contracts if it is necessary to pay out of different accounts. If there is a single contract you can use to cover everything, use it rather than entering multiple contracts. To request a new contract, email twapmts@tamu.edu.
- Always post the contract that pays partial tuition/fees first. Example: 50% tuition.
- Then post a 100% contract to pay from the second FAMIS account. You can use this contract with a maximum amount for the limit so you do not over pay the student.
- The system will automatically prioritize the payments based on the order you post them. If a 100% Tuition contract has a priority of '1', it will apply first covering 100% of tuition and leaving nothing for a 50% Tuition contract with a priority of '2' to pay. If a 50% Tuition contract has a priority of '1', it will apply first covering 50% of tuition and leaving 50% of tuition unpaid so that a 100% Tuition contract can pick up the remainder of the tuition.
- If you enter the contracts in the incorrect order, email twapmts@tamu.edu requesting that the Priority be changed so that the partial contract pays first.
- Note: The system will always apply Waivers before contracts.

Multiple Contracts Examples

Example- Entering Partial Contracts First

The department wants to pay 50% of 9 hours of tuition from one (FAMIS) account and the remaining tuition from another account. They also want to pay 50% of fees from one account and the remaining 50% from another account.

- The contract to pay 50% of 9 hours of tuition must be posted before the contract to pay 100% of 9 hours of tuition so it has the highest priority (Priority=1). This contract will be applied first and will only pay 50% of 9 hours of tuition.
- The contract to pay 100% is entered next (Priority=2). This contract will be applied next and will cover the remainder of 9 hours of tuition.
- The contract to pay 50% of registration fees (Priority=3) must be posted before the contract that pays 100% registration fees. This contract will be applied third and will cover 50% of registration fees.
- The contract to pay 100% of registration fees is entered next (Priority=4). This contract will be applied last and will cover the remainder of registration fees.

CONTRACTS

ID *	Number *	Description	Term *	Priority *	Delete Indicator
V90509000	8	50% Tuition Only	201811	20	
V90509000	13	100% Fees Only	201811	70	
V90509000	7	100% Tuition Only	201811	71	

Example- Using Maximum amounts

The student is registered for 10 hours. The department wants to pay 9 hours of tuition from one account, 1 hour of tuition from another account and $700.00 of registration fees from a third account.

- The contract to pay 100% of 9 hours of tuition is posted with a maximum amount of $2038.95 to ensure that only that amount is paid from the account tied to that contract.
- The contract to pay 100% Tuition Only is entered next with a maximum amount of $226.55 to ensure that only one hour of tuition is paid out of a second account.
- The contract to pay 100% Registration Fees is entered with a maximum amount of $700.00 because the department only wants to pay $700.00 of the $1332.75 in registration fees that were assessed to the student.

CONTRACTS

Insert Delete Copy Filter

Filter Again

ID *	Number *	Description	Term *	Priority *	Delete Indicator	Roll	Maximum Amount
V95001000	8	50% Tuition Only	201511	1	D		226.55
V95001000	1	100% 9 Hrs Grad RS Tuition	201511	2			2,038.95
V95001000	14	50% Registration Fees Only	201511	3	D		700.00
V95001000	10	100% Tuition and Regist Fees	201511	7	D		2,738.95
V95001000	7	100% Tuition Only	201511	8			226.55
V95001000	13	100% Registration Fees Only	201511	9			700.00

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Waivers Tab – Process Departmental Assistantship Waivers

- After selecting the waiver tab, begin by entering the student's UIN or compass ID.
- If the page is full, you can adjust the amount of items per page or click on the +Insert icon to insert a new student. You can also insert a new record by clicking F6 on your keyboard.

Contracts Waivers

WAIVERS TAB

Insert Delete Copy Filter

...	...	Student ID *	...	Employee UIN	Residency	Student UIN	Student Name	M...	Multi-Term Ass...	Level	Program	College	Primary Major ...	Dept
	N	[redacted]		[redacted]	I - INTERNA...	[redacted]	[redacted]	9	NO	GR	PHD-AG	AG	HORT	HRSC
	N	[redacted]		[redacted]	N - NON-RE...	[redacted]	[redacted]	9	NO	GR	PHD-AG	AG	HORT	HRSC
D	N	[redacted]		[redacted]	N - NON-RE...	[redacted]	[redacted]	9	NO	GR	PHD-AG	AG	HORT	HRSC
D	N	[redacted]		[redacted]	N - NON-RE...	[redacted]	[redacted]	9	NO	GR	MS-AG	AG	HORT	HRSC
	N	[redacted]		[redacted]	I - INTERNA...	[redacted]	[redacted]	9	NO	GR	PHD-AG	AG	HORT	HRSC
D	N	[redacted]		[redacted]	I - INTERNA...	[redacted]	[redacted]	9	NO	GR	PHD-AG	AG	PLBR	SCSC
	N	[redacted]		[redacted]	N - NON-RE...	[redacted]	[redacted]	9	NO	GR	PHD-AG	AG	HORT	HRSC
	N	[redacted]		[redacted]	I - INTERNA...	[redacted]	[redacted]	9	NO	GR	PHD-AG	AG	HORT	HRSC
	N	[redacted]		[redacted]	I - INTERNA...	[redacted]	[redacted]	9	NO	GR	MS-AG-THO	AG	HORT	HRSC
	N	[redacted]		[redacted]	N - NON-RE...	[redacted]	[redacted]	9	NO	GR	MS-AG-THO	AG	HORT	HRSC

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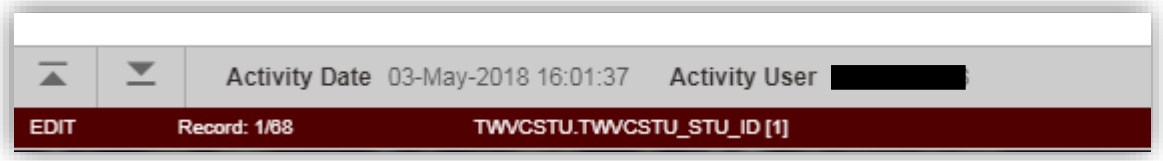
- In the **Student ID** field, enter the Student UIN or Compass ID and the system will populate the Student UIN through Residency fields as well as the System Part field.
- **Residency** – system populated field. The user must verify the residency to determine if the student is eligible for the exemption. Residency must be PINK ('P', 'I', 'N' or 'K').

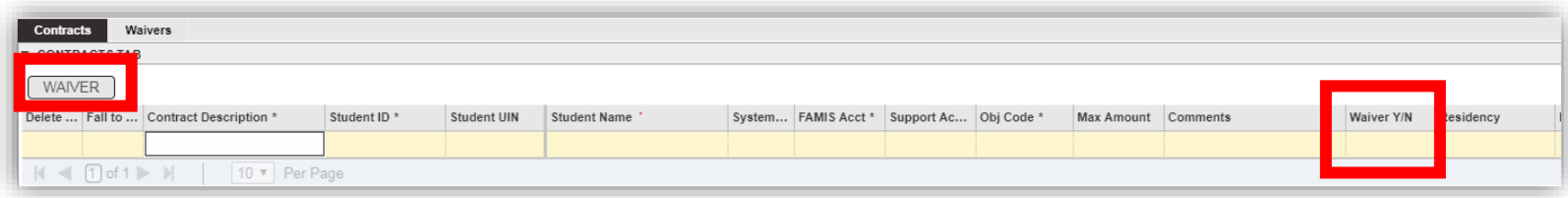
- **Sp/Dep Indicator** – Be sure to check the Sp/Dep Indicator and enter the Employee UIN when entering exemptions for a spouse or dependent of the employee hired on the assistantship. The Employee UIN must not match the Student UIN if the Sp/Dep Indicator is checked. Leave blank if this exemption is for the employee and not for the employee's spouse or dependent. Please NOTE: If the spouse or dependent is enrolled at a different campus from the employee, the waiver will need to be approved through OGAPS. Please complete and submit the Non-Resident Tuition Waiver Spouse/Dependent Request form found at: http://ogaps.tamu.edu/OGAPS/media/media-library/documents/Forms and Information/Spouse-Waiver-Form.pdf.
- **Employee UIN** – The UIN of the employee hired on the assistantship must be entered. The employee must be hired as a Graduate Teaching or Research Assistant working 50% effort, enrolled full time and hired on or before the 12th class day for Fall/Spring semesters or the 4th class day for Summer I/10 Week classes and the 4th class day for Summer II.
- **User, Activity Date and Exemption Description** will show on the bottom of the compass screen when a student is highlighted.



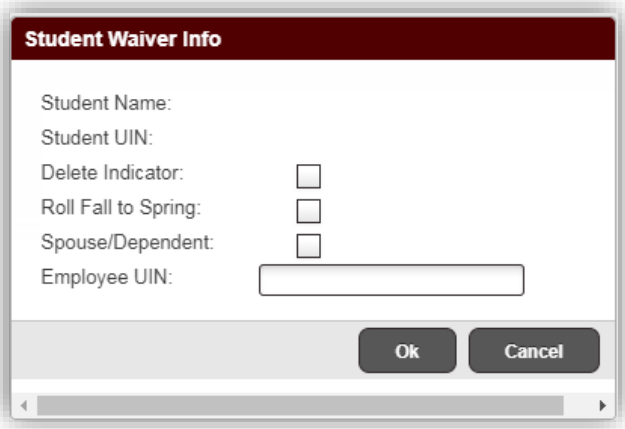
- **Delete Indicator** - To remove an exemption, add a 'D' to the Delete Indicator field and click the Save icon. To reinstate an exemption, remove the 'D' from the Delete Indicator field and click the Save icon. Be sure to add a comment each time you make a change.

Waivers Button on Contracts Tab

- Waiver information can be viewed from to a student's account from the contracts tab. You can tell if a student is on a waiver in the Waiver Y/N Column. Y-yes they are on a waiver, N- No they are not on a waiver. In order to view their waiver information, you will highlight the student and select Waiver.



- The following box will pop up with the student's information.
  - **Delete Indicator** can be added or removed.
  - **Spouse/Dependent** can be selected and the Employee UIN can be added.
  - **Fall to Spring Roll Indicator** can be selected if you would like for the students waiver and/or contract to roll from the fall to the spring term. Y-Yes it will roll, N-No it will not roll. Summer will still need to be entered in TWAPMTS. ***Please note that you will still need to audit each student in TWAPMTS for the Spring terms. It will be your responsibility to be sure these students still qualify for their tuition payment or waiver.***



Other Relevant Information

- TWAPMTS data can be extracted from Compass to be viewed in Excel. Click Tools in the top right corner and select Export, or hit Shift +F1 on your keyboard.
- 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 or waiver
  - **TSICSRV** – View amount waiver/contract actually pays on a student account
  - **SFAREGS** – Detailed view of summary registration information in TWAPMTS (or SZAREGS)
  - **SZAREGS**- Detailed view of summary registration information in TWAPMTS
  - **SGASTDN** – Detailed view of summary student information in TWAPMTS
- Payment Corrections
  - SBS should be notified of any potential processing issues before the 12th class day Fall/Spring and 4th class day for Summer II session.
  - Corrections will not be made by SBS if the department needs to change accounts after the 12th class day.
  - Processing issues identified during the audit will be addressed with the department and cleared up before the 20th class day.
  - Departments that need to submit corrections should create a DCR through FMO.
- For additional TWAPMTS information, visit http://sbs.tamu.edu/accounts-billing/for-departments-twapmts/ or search 'TWAPMTS' in Aggie Answers (https://tamusbs.custhelp.com/app/answers/list).