

Assistantship Non-Resident Waiver Job Aid

Version 1.2 | August 7, 2018

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 12th class day for Fall/Spring semester or the 4th class day for Summer 1/10 Week Classes and 4th 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

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

- **Section 2 –Waivers**

- **Waivers Tab** – The Waivers tab lists the students that have the assistantship waiver for your college and department.

Waivers Detail Tab – Process Departmental Assistantship Non-Resident 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.

Term: 201811 Spring 2018 - College Station System Part: 02 User College/Division: AG User Department: HORT Start Over

Sponsor: V90509000 College of AG, HORT dept

Assistantship Non-Resident Waiver: 90050900 0201 W^54.212^GRAsstAGHORT

Contracts **Waivers**

WAIVERS TAB + Insert Delete Copy Filter

D	F	Student ID *	Employee UIN	Residency	Student UIN	Student Name	...	Multi-Term A...	Level	Program	College	Primary Major...	Dept
				I - INTER...				9 NO	GR	PHD-AG	AG	HORT	HRSC
				N - NON-...				9 NO	GR	PHD-AG	AG	HORT	HRSC
				N - NON-...				9 NO	GR	PHD-AG	AG	HORT	HRSC
				N - NON-...				9 NO	GR	MS-AG	AG	HORT	HRSC
				I - INTER...				9 NO	GR	PHD-AG	AG	HORT	HRSC
				I - INTER...				9 NO	GR	PHD-AG	AG	PLBR	SCSC
				N - NON-...				9 NO	GR	PHD-AG	AG	HORT	HRSC
				I - INTER...				9 NO	GR	PHD-AG	AG	HORT	HRSC
				I - INTER...				9 NO	GR	MS-AG-THO	AG	HORT	HRSC
				N - NON-...				9 NO	GR	MS-AG-THO	AG	HORT	HRSC

1 of 3 10 Per Page Record 1 of 27

- 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:” From TWAPMTS JOB AID that “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.

Activity Date 03-May-2018 16:01:37 Activity User SCHILDERS

EDIT Record: 1/68 TWCSTU.TWCSTU_STU_ID [1]

- **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.
- **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.***

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.

Delet...	Fall...	Contract Description *	Student ID *	Syste...	FAMIS Acct *	Support Acct *	Obj Code *	Max Amount	Comments	Waiver Y/N	Residency
	N	1 - 100% 9HRS TUITI...	██████████02	02	██████████92	██████████0	5915	558.57	12.5% tuition 06-5049...	Y	- INTERNA...

- The following box will pop up with the student's information. You can add or remove a delete indicator.
 - **Delete Indicator** can be added or removed.
 - **Spouse/Dependent** can be selected and the Employee UIN can be added.

Student Waiver Info

Student Name: ██████████

Student UIN: ██████████

Delete Indicator:

Roll Fall to Spring:

Spouse/Dependent:

Employee UIN: ██████████

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. 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 12th class day for Fall/Spring and 4th 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, 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 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 12th class day for Fall/Spring and 4th 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).

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 (or SZAREGS)
 - **SZAREGS** – 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
- Or search 'TWAPMTS' in Aggie Answers (<https://tamusbs.custhelp.com/app/answers/list>)

Samples from the pwt_029 report follow on next page

Excel screenshot showing a data table for Costa, Martin Carlos. The table includes columns for Term, Delete Inc Name, UIN, Banner ID, SP/Dep In Employee, Exemption Code, Multi-term Exemption, Classification Level, Academic Department, Residency, Multi-Term Assessment, Billed Hours, TWAPMTS Exemption, Email, Position #, Position/Hire Date, Terminate, TWAPMTS Employment, % Cohort, and % Cohort.

Term	Delete Inc Name	UIN	Banner ID	SP/Dep In Employee	Exemption	Multi-term Exemption	Classification Level	Academic Department	Residency	Multi-Term Assessment	Billed Hours	TWAPMTS Exemption	Email	Position #	Position/Hire Date	Terminate	TWAPMTS Employment	% Cohort	% Cohort
201821					08 90005000 N	0201 W^S-G7	GR	AG	RPTS	N	0	AD	RSPO	50	9003				Active
201821					08 90050900 N	0201 W^S-G7	GR	AG	HRSC	N	6	AG	HORT	0	C-00				Terminated
201821 D					08 90050900 N	0201 W^S-G8	GR	AG	HRSC	R	6	AG	HORT	50	9004	9/1/2014			Active
201821					08 90050900 N	0201 W^S-G8	GR	AG	HRSC	N	6	AG	HORT	0					
201821 D					08 90050900 N	0201 W^S-G8	GR	AG	HRSC	R	0	AG	HORT	0					
201821 D					08 90050900 N	0201 W^S-G7	GR	AG	HRSC	R	6	AG	HORT	50	9012				Active
201821 D					08 90050900 N	0201 W^S-G8	GR	AG	HRSC	R	1	AG	HORT	0					
201821 D					08 90050900 N	0201 W^S-G7	GR	AG	HRSC	N	6	AG	HORT	25	9004	9/1/2017			Active
201821 D					08 90050900 N	0201 W^S-G8	GR	AG	HRSC	R	1	AG	HORT	0					
201821					08 90051500 N	0201 W^S-G7	GR	AG	SCSC	I	6	AG	SCSC	0					

Information from the report

Excel screenshot showing a data table with columns: Term, Delete Indicator, Name, UIN, Banner ID, SP/Dep Indicator, Employee UIN, Exemption Code, Multi-term Assessment student (Y/N).

Term	Delete Indicator	Name	UIN	Banner ID	SP/Dep Indicator	Employee UIN	Exemption Code	Multi-term Assessment student (Y/N)
201821		A				4	90005000 N	
201821		B				2	90050900 N	
201821 D		B				8	90050900 N	
201821		B				8	90050900 N	
201821 D		C				6	90050900 N	
201821 D		C				8	90050900 N	
201821 D		C				3	90050900 N	
201821 D		C				3	90050900 N	

Information from the report – Term, Delete Indicator, Student Name, UIN, Spouse/Dependent Indicator, Employee UIN, Exemption Code, Multiterm Assessment student (Y/N)

Excel screenshot showing a data table with columns: Exemption Description, Classification, Level, Academic College, Academic Department, Residency, Multi-Term Assessment Billed Hours, TWAPMTS College Code.

Exemption Description	Classification	Level	Academic College	Academic Department	Residency	Multi-Term Assessment Billed Hours	TWAPMTS College Code
0201 W^54.212^GRAsstADRSP	G7	GR	AG	RPTS	N	0	AD
0201 W^54.212^GRAsstAGH	G7	GR	AG	HRSC	N	6	AG
0201 W^54.212^GRAsstAGH	G8	GR	AG	HRSC	R	6	AG
0201 W^54.212^GRAsstAGH	G8	GR	AG	HRSC	N	6	AG
0201 W^54.212^GRAsstAGH	G8	GR	AG	HRSC	R	0	AG
0201 W^54.212^GRAsstAGH	G7	GR	AG	HRSC	R	6	AG
0201 W^54.212^GRAsstAGH	G8	GR	AG	HRSC	R	1	AG
0201 W^54.212^GRAsstAGH	G7	GR	AG	HRSC	N	6	AG

Information from the report – Exemption Description, Classification, Level, Academic College, Academic Department, Residency, Billed Hours(including MTF), TWAPMTS College Code

	R	S	T	U	V	W	X	Y	Z
1	TWAPMTS Dept Code	Exemption user ID	Email	Position %	Position/Title Code	Hire Date	Terminate Date	TWAPMTS Comment	Employment Status Code Description
2	RSPO	A		50		9003	8/14/2017		Active
3	HORT	S		0	C-00		5/23/2017	6/14/2017	Terminated
4	HORT	S		50		9004	9/1/2014		Active
5	HORT	S		0					
6	HORT	S		0					
7	HORT	S		50		9012	1/16/2018		Active
8	HORT	S		0					
9	HORT	S		25		9004	9/1/2017		Active

Information from the report – TWAPMTS Dept. Code, Exemption User ID, Email, Position Percent, Position/Title Code, Terminate Date, TWAPMTS Comment, Employment Status Code Description

	AA	AB	AC	AD	AE
1	T% Cohort Term Effective	T% Cohort	Max Amount	GPA	Ineligible Reason
2				1 3.833	Ineligible Billed Hours
3				3.3	Ineligible Title Code~Position Pct less than 50%~Ineligible BPP Status Code
4				3.875	Ineligible Residency
5				4	Position Pct less than 50%
6				1 2	Position Pct less than 50%~Ineligible Residency~Ineligible Billed Hours
7				4	Ineligible Residency
8				4	Position Pct less than 50%~Ineligible Residency~Ineligible Billed Hours
9				4	Position Pct less than 50%

Information from the report – T% Cohort Effective, T% Cohort, Maximum Amount, GPA, Ineligible Reason

