

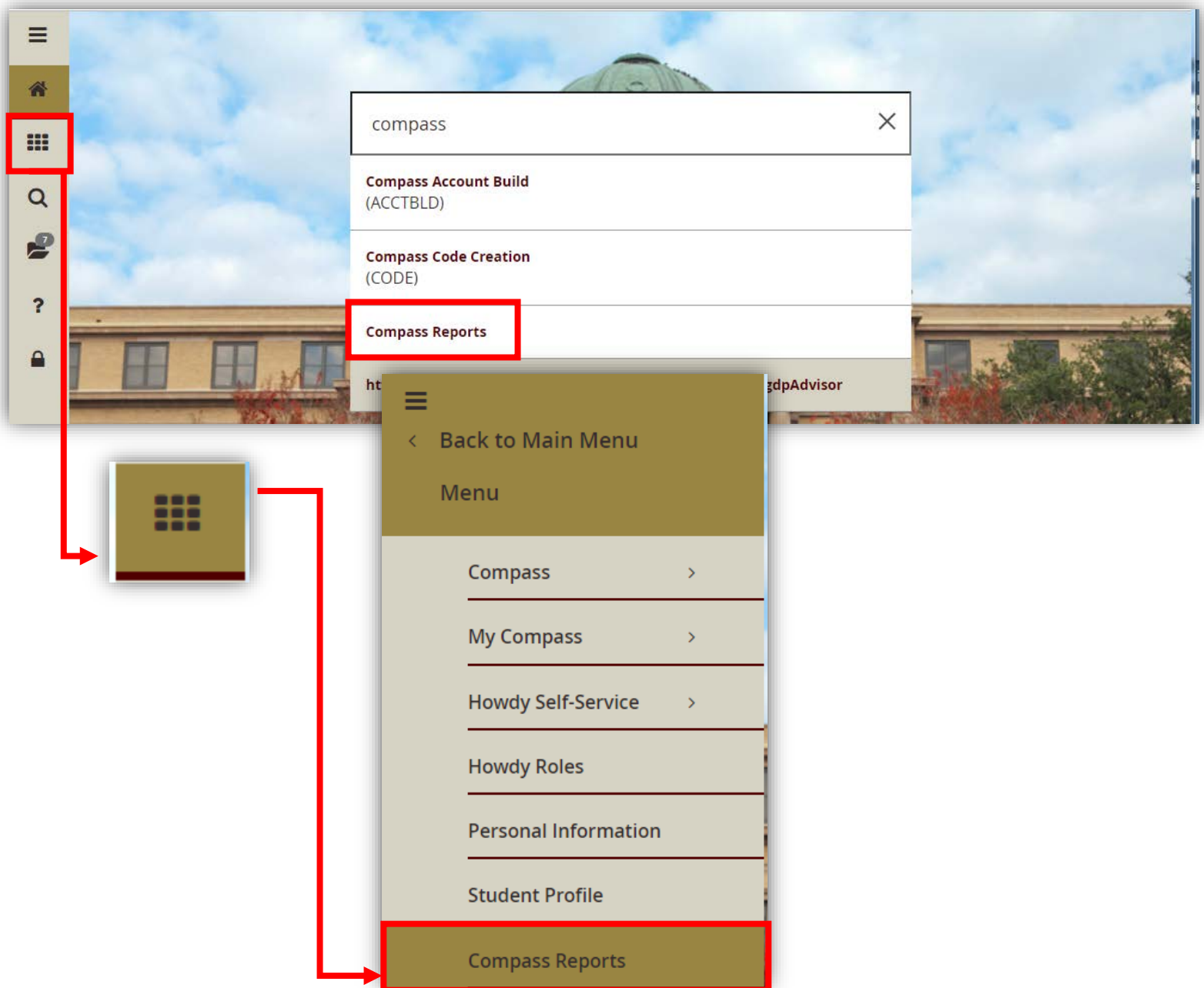
# Pwt\_029 Report Job Aid

Version 1.0 | June 26, 2019

*The purpose of this job aid is to provide TWAPMTS users with quick access to information needed to navigate and understand the 029 reports. The 029 reports show all students entered on a Graduate Assistantship Non-Resident waiver for the current term as well as all students that are ineligible to receive the waiver.*

## Accessing Compass Reports

- **Compass Reports can be accessed through Banner 9.** You can search for it in the search bar or access it through the Applications Menu.



- Once you have opened Compass Reports, you will see a list of the reports you have access to. If you do not have access to the 029 report, please see the Requesting Access to Reports section on the TWAPMTS website here: [https://sbs.tamu.edu/accounts-billing/for-departments-twapmts/#Req\\_access\\_rpts](https://sbs.tamu.edu/accounts-billing/for-departments-twapmts/#Req_access_rpts)

Compass Reports

029  
Total Count : 41

Report Name	Report Description	Last Report Date
PWT_029_AD_WAIV_ASSIST_NOTELIG	Audit students Not eligible with assistantship waiver - AD	February 19, 2019 04:27 AM
PWT_029_AD_WAIV_ASSIST_REVIEW	Audit eligible students with assistantship waivers - AD	February 19, 2019 04:26 AM

- The report can be found listed with the other reports you have access to, or use the search box to find the report. The two report names are:
  - PWT\_029\_YourCollegeCode\_WAIV\_ASSIST\_REVIEW**- Batch report that shows all students a Graduate Assistantship Non-Resident Waiver entered in TWAPMTS for the current term.
  - PWT\_029\_YourCollegeCode\_WAIV\_ASSIST\_NOTELIG**-Batch report that shows all students that do not currently meet the requirements to receive the Graduate Assistantship Non-Resident Waiver

### Navigating the PWT\_029 Reports

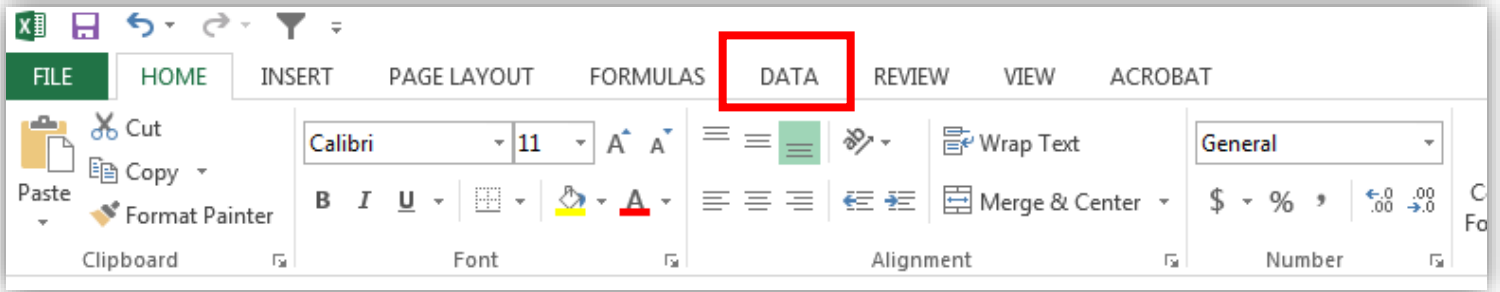
- The reports will include all students entered on a Graduate Assistantship Non-Resident Waiver by college. For example, if you have access to a department in the college of AG, your 029 report will show all students entered for the College of AG.
- To find the information on your department, you will need to add Filters to the data in excel.

#### Adding Filters to the PWT\_029 report

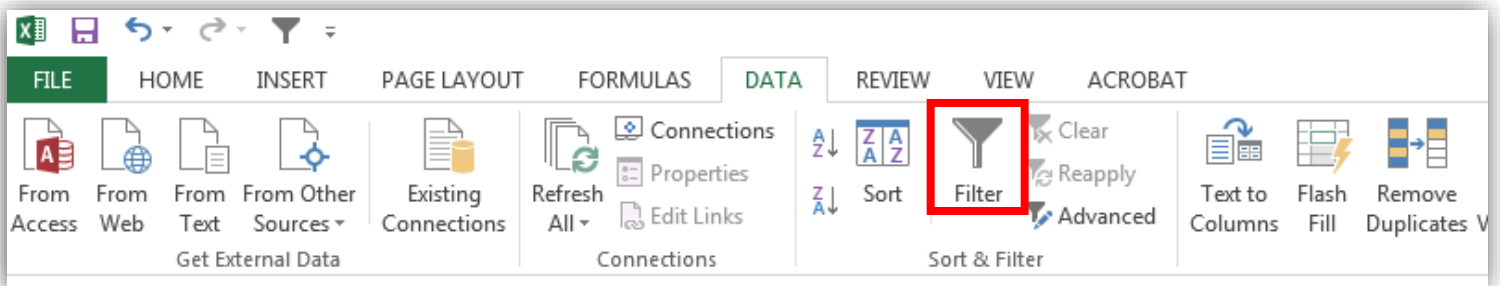
- Select the row 9 on the report.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P				
1	Eligibility in this report based upon BPP data provided on 19-Feb-19. The most recent BPP data was used to generate this report.																			
2	Term: 20191%																			
3	College: ALL																			
4	Residency: P,I,N,K																			
5	Census Date: 30-JAN-19																			
6	Active Employee Codes: A,W																			
7	All BPP Employee Codes: C,D,A,I,L,Q,R,S,T,U,W,F,M,N,X,K																			
8																				
9	Term	Delete In	Name	UIN	Banner ID	SP/Dep	In	Employee	Waiver	Cc	Multi-terr	Waiver	De	Classificat	Level	Academic	Academic	Residency	Multi-T	
10	201911	D																		
11	201911	D							90050900	N		0201	W^5^	G8	GR	AG	HRSC	N		6
12	201911								90050200	N		0201	W^5^	G7	GR	AG	ALEC	N		9

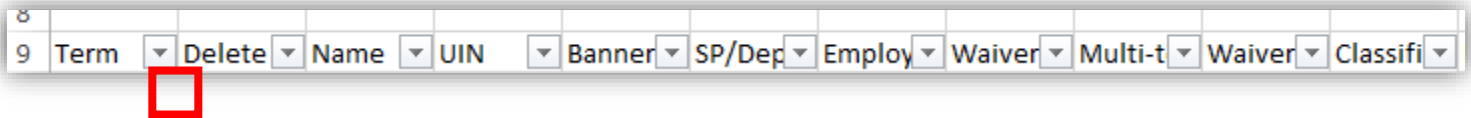
- Select the Data Tab on the Excel Ribbon.



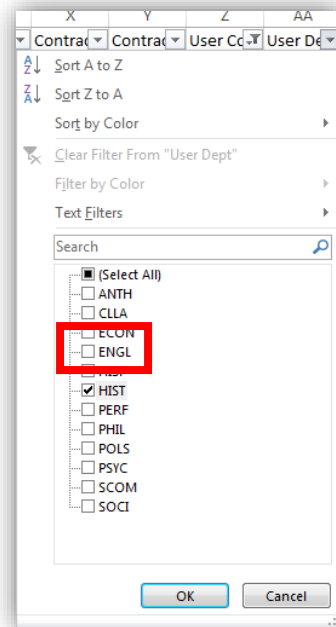
- Select Filter



- This will place a dropdown arrow on each column title



- You can then click on the dropdown arrow and filter by your Department



- Once you have filtered for your Department(s) you can review the data of your students that have Graduate Assistantship Non-Resident Waivers entered in TWAPMTS.

## Data on the PWT\_029\_CollegeCode\_WAIV\_ASSIST\_REVIEW

- This report shows all students that have been entered on a Graduate Assistantship Non-Resident Waiver for the current term through TWAPMTS. You will need to review this report while TWAPMTS is open to be sure all students have been entered correctly prior to the close of TWAPMTS for the current term.

	A	B	C	D	E	F	G
9	<b>Term</b>	<b>Delete Indicator</b>	<b>Name</b>	<b>UIN</b>	<b>Banner ID</b>	<b>SP/Dep Indicator</b>	<b>Employee UIN</b>
10	201911						
11	201911						
12	201911						
13	201911						
14	201911						
15	201911						
16	201911						
17	201911						

- Term, Delete Indicator, Student Name, UIN, Banner ID, Spouse/Dependent Indicator, Employee UIN**

	H	I	J	K	L
9	<b>Waiver Code</b>	<b>Multi-term Assessment student (Y/N)</b>	<b>Waiver Description</b>	<b>Classification</b>	<b>Level</b>
10	90350600	N	0201 W^54.212^GRAsstENCVEN	G8	GR
11	90350200	N	0201 W^54.212^GRAsstENBMEN	G8	GR
12	90350600	N	0201 W^54.212^GRAsstENCVEN	G8	GR
13	90351100	N	0201 W^54.212^GRAsstENNUEN	G8	GR
14	90351100	N	0201 W^54.212^GRAsstENNUEN	G8	GR
15	90351000	N	0201 W^54.212^GRAsstENMEEN	G7	GR
16	90350600	N	0201 W^54.212^GRAsstENCVEN	G7	GR
17	90350600	N	0201 W^54.212^GRAsstENCVEN	G8	GR

- Waiver Code, Multi-term Assessment Student (Yes/No), Waiver Description, Classification, Level**

	M	N	O	P	Q
9	<b>Academic College</b>	<b>Academic Department</b>	<b>Residency</b>	<b>Multi-Term Assessment Billed Hours</b>	<b>TWAPMTS College Code</b>
10	EN	CVEN	I		9 EN
11	EN	BMEN	I		9 EN
12	EN	CVEN	N		9 EN
13	EN	NUEN	N		9 EN
14	EN	NUEN	I		9 EN
15	EN	MEEN	I		9 EN
16	EN	CVEN	N		9 EN
17	EN	CVEN	I		9 EN

- Academic College, Academic Department, Residency, Multi-Term Assessment Billed Hours, TWAPMTS College**

	R	S	T	U	V	W	X
9	TWAPMTS Dept Code	Waiver user ID	Email	Position %	Position/Title Code	Hire Date	Terminate Date
10	CVEN			50	9004	1/24/2017	
11	BMEN			50	9004	9/1/2016	
12	CVEN			50	9004	9/1/2018	
13	NUEN			50	9004	6/1/2017	
14	NUEN			50	9004	1/19/2018	
15	MEEN			50	9009	9/1/2018	
16	CVEN			50	9009	5/9/2018	
17	CVEN			50	9004	9/1/2018	

- TWAPMTS Department Code, Waiver User ID, Email, Position Percent, Position/Title Code, Hire Date, Terminate Date

	Y	Z	AA	AB	AC	AD
9	TWAPMTS Comment	Employment Status Code Description	T% Cohort Term Effective	T% Cohort	Max Amount	GPA
10	TWAPMTS: GAR - CHE	Active	201431	TLR_1415		4
11		Active				3.833
12		Active				4
13		Active	201721	TVR_VARI		2.958
14		Active				3.8
15		Active				3.666
16	TWAPMTS: GAT CVEN	Active				3.75
17		Active				3.666

- TWAPMTS Comment, Employment Status Description, Cohort Term Effective, Cohort, Max Amount, GPA

### Column Explanations

- All of the information listed on the report can be useful when auditing students placed on waivers.
  - Term:** The current term
  - Delete Indicator:** Indicates whether a contract has been removed from the student's account or not
  - Student Name:** The full name of the student entered on a contract
  - UIN:** The UIN of the student entered on a contract
  - Banner ID:** T-Number of the student entered on a contract
  - Spouse/Dependent Indicator:** Indicates if the person on the waiver is a spouse or dependent
  - Employee UIN:** The UIN of the employed spouse, mother/father
  - Waiver Code:** The code of the waiver entered on a student's account
  - Multi-Term Assessment Student:** Y/N if the student is enrolled as a multi-term fee assessment student
  - Waiver Description:** The description of the waiver entered on the student's account, includes the education code, Waiver Name, College and Department code
  - Classification:** The classification of the student entered on the contract
  - Level:** The student's current enrollment level
  - Academic College:** The college that the student is currently enrolled in
  - Academic Department:** The department that the student is currently enrolled in
  - Residency:** The student's current residency status

- P. **Multi-Term Assessment Billed Hours:** The current Bill hours on the student's account (includes MTFA)
- Q. **TWAPMTS College Code:** The College Code of the TWAPMTS user that entered the waiver
- R. **TWAPMTS Department Code:** The Department of the TWAPMTS user that entered the waiver
- S. **Waiver User ID:** The NETID of the person that entered the waiver in TWAPMTS
- T. **Email:** The email address of the TWAPMTS user that entered the waiver
- U. **Position %:** The FTE of the employees position
- V. **Position/Title Code:** The Position/Title Code of the employee position
- W. **Hire Date:** The hire date of the student's current position
- X. **Terminated Date:** Date student was terminated from position
- Y. **TWAPMTS Comment:** The last comment entered on the student contract
- Z. **Employment Status Code Description:** The student's current employment status
- AA. **Cohort Term Effective:** The term the student selected a cohort (for undergraduates)
- AB. **Cohort:** The cohort the student was enrolled under
- AC. **Max Amount:** The Max amount place on the waiver (should always be blank)
- AD. **GPA:** Student's current Grade Point Average

### Data on the PWT\_029\_CollegeCode\_WAIV\_ASSIST\_NOTELIG

- This report shows all students that have been entered on a Graduate Assistantship Non-Resident Waiver for the current term through TWAPMTS and are ineligible to receive the waiver.

	A	B	C	D	E	F	G	H
9	Term	Delete Indicator	Name	UIN	Banner ID	SP/Dep Indicator	Employee UIN	Waiver Code
10	201911							90350100
11	201911							90350300
12	201911	D						90350900
13	201911	D						90350300
14	201911	D						90350300
15	201911	D						90351000
16	201911	D						90350700
17	201911	D						90351000

- Term, Delete Indicator, Name, UIN, Banner ID, Spouse/Dependent Indicator, Employee UIN, Waiver Code

	I	J	K	L	M	N
9	Multi-term Assessment student (Y/N)	Waiver Description	Classification	Level	Academic College	Academic Department
10	N	0201 W^54.212^GRAsstENAERO	G8	GR	EN	AERO
11	N	0201 W^54.212^GRAsstENCHEN	G8	GR	EN	CHEN
12	N	0201 W^54.212^GRAsstENINEN	G7	GR	EN	MSEN
13	N	0201 W^54.212^GRAsstENCHEN	G8	GR	EN	CHEN
14	N	0201 W^54.212^GRAsstENCHEN	G8	GR	EN	CHEN
15	N	0201 W^54.212^GRAsstENMEEN	G8	GR	EN	MEEN
16	N	0201 W^54.212^GRAsstENELEN	G8	GR	EN	ECEN
17	N	0201 W^54.212^GRAsstENMEEN	G7	GR	EN	MEEN

- Multi-term Assessment Student (Yes/No), Waiver Description, Classification, Level, Academic College, Academic Department

	O	P	Q	R	S	T
9	Residency	Multi-Term Assessment Billed Hours	TWAPMTS College Code	TWAPMTS Dept Code	Waiver user ID	Email
10	I		9 EN	AERO		
11	I		9 EN	CHEN		
12	R		9 EN	INEN		
13	R		9 EN	CHEN		
14	R		9 EN	CHEN		
15	I		9 EN	MEEN		
16	J		9 EN	ELEN		
17	I		5 EN	MEEN		

- Residency, Multi-Term Assessment Billed Hours, TWAPMTS College Code, TWAPMTS Department Code, Waiver User ID, Email

	U	V	W	X	Y	Z
9	Position %	Position/Title Code	Hire Date	Terminate Date	TWAPMTS Comment	Employment Status Code Description
10	25	9004	9/1/2017			Active
11	0					
12	9	7518	9/11/2017	5/16/2018		Terminated
13	50	9004	1/17/2016			Active
14	50	9004	9/1/2017			Active
15	50	9004	1/15/2019	1/15/2019		Terminated
16	50	9004	1/30/2013			Active
17	50	7518	11/1/2018			Active

- Position Percent, Position/Title Code, Hire Date, Terminate Date, TWAPMTS Comment, Employment Status Code Description

	AA	AB	AC	AD	
9	T% Cohort Term Effective	T% Cohort	Max Amount	GPA	Ineligible Reason
10				4	Position Pct less than 50%
11				3.28	Position Pct less than 50%
12	201821 201821	TFEE_UGNR TLR_1415		4	Ineligible Title Code~Position Pct less than 50%
13				3.609	Ineligible Residency
14				3.678	Ineligible Residency
15				3.857	Ineligible BPP Status Code
16				3.301	Ineligible Residency
17				3.875	Ineligible Title Code~Ineligible Billed Hours

- Cohort Term Effective, Cohort, Max Amount, GPA, **\*\*Ineligible Reason**  
**\*\*This is why the student does not meet the requirements of the waiver. If this is not corrected and sent to [twapmts@tamu.edu](mailto:twapmts@tamu.edu) by the end of the audit period, the waiver will be removed from the students' account.**

### Column Explanations

- All of the information listed on the report can be useful when auditing students placed on waivers. **You will want to pay close attention to column AE, Ineligible Reason.**
  - Term:** The current term



- B. **Delete Indicator:** Indicates whether a contract has been removed from the student's account or not
- C. **Student Name:** The full name of the student entered on a contract
- D. **UIN:** The UIN of the student entered on a contract
- E. **Banner ID:** T-Number of the student entered on a contract
- F. **Spouse/Dependent Indicator:** Indicates if the person on the waiver is a spouse or dependent
- G. **Employee UIN:** The UIN of the employed spouse, mother/father
- H. **Waiver Code:** The code of the waiver entered on a student's account
- I. **Multi-Term Assessment Student:** Yes/No if the student is enrolled as a multi-term fee assessment student
- J. **Waiver Description:** The description of the waiver entered on the student's account, includes the education code, Waiver Name, College and Department code
- K. **Classification:** The classification of the student entered on the contract
- L. **Level:** The student's current enrollment level
- M. **Academic College:** The college that the student is currently enrolled in
- N. **Academic Department:** The department that the student is currently enrolled in
- O. **Residency:** The student's current residency status
- P. **Multi-Term Assessment Billed Hours:** The current Bill hours on the student's account (includes MTFAs)
- Q. **TWAPMTS College Code:** The College Code of the TWAPMTS user that entered the waiver
- R. **TWAPMTS Department Code:** The Department of the TWAPMTS user that entered the waiver
- S. **Waiver User ID:** The NETID of the person that entered the waiver in TWAPMTS
- T. **Email:** The email address of the TWAPMTS user that entered the waiver
- U. **Position %:** The FTE of the employees position
- V. **Position/Title Code:** The Position/Title Code of the employee position
- W. **Hire Date:** The hire date of the student's current position
- X. **Terminate Date:** Date student was Terminated from position
- Y. **TWAPMTS Comment:** The last comment entered on the student contract
- Z. **Employment Status Code Description:** The student's current employment status
- AA. **Cohort Term Effective:** The term the student selected a cohort (for undergraduates)
- AB. **Cohort:** The cohort the student is enrolled under
- AC. **Max Amount:** The Max amount place on the waiver (should always be blank)
- AD. **GPA:** Student's current Grade Point Average
- AE. **Ineligible Reason:** The reason the student is not eligible to receive the waiver

### 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



## *Reviewing the Ineligible Students on the Assistantship Audit Report*

- **Reasons of Ineligibility:**
  - **Termination-** Being terminated from the position
  - **Hired After Census Date-** Student must be hired before the 12<sup>th</sup> class day for Fall/Spring and 4<sup>th</sup> class day for Summer 1, 11, and 10-week
  - **Not On Payroll-** Student information not found in Workday
  - **Not 50% Effort-** Position must be at least 50% effort
  - **Not Full Time-** Student must be considered a full-time student (9 credit hours for fall/spring and 3 credit hours for summer)
  - **Ineligible Title Code-** Title Code is not eligible
  - **Ineligible Residency-** Student must be P, I, N, or K to qualify
  - **Ineligible Dependent-** Dependent is Ineligible or their spouse is ineligible
- **To Resolve Ineligibility:**
  - **Termination** – Department will need to either update Workday with the student information showing they have been hired and provide a copy of the Employee Summary in Workday 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 Workday with the student information showing they have been hired and provide a copy the Employee Summary in Workday showing the student has been hired
  - **Not 50% Effort** – Department will need to update Workday showing position is at least 50% effort, and they will need to provide a copy of the Employee Summary in Workday showing the student is 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 Workday and the Employee Summary in Workday (Teaching Assistant, Research Assistant, or Graduate Assistant Lecturer are examples of eligible title codes) They will need to provide a copy of the Employee Summary in Workday showing the title code has been updated.
  - **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.