



July 7, 2005

**From:** Marie Hamilton, Assistant Dean  
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DKT  
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**To:** Deans, Directors, Department Heads

**Re:** Fellowship Payment Processing

In the past, the payment of fellowship stipends has been accommodated by manipulating the LSU human resources and payroll systems to allow for recurring monthly payments. This manipulation has resulted in untimely or incorrect packaging of financial aid eligibility for students and has created unnecessary human resource and payroll paperwork. With the automation of the cash award process that has been done in recent years, we are now able to process recurring payments for fellowships through the Student Award Entry (SAE) system. The SAE system allows departments to process cash awards (including fellowships) by semester and now provides the ability to indicate the appropriate number of installments for each award. As soon as the information is loaded to the SAE system and approved by the Financial Aid office, the Financial Aid System (FAD) is updated overnight and any effects to the financial aid packaging for the student are known instantly.

In addition to the benefits in Financial Aid packaging, the processing of fellowship awards through the SAE system will automatically verify that the students meet the stated enrollment eligibility requirements and will provide the department with a statement of other requirements to verify prior to completing the award. Attached is critical information for the personnel in your area that are responsible for handling fellowship awards. This information explains the procedures for making awards using the SAE system and provides the payment dates for each semester for those awards designated with installment payments. To ensure a smooth transition, please make sure that the information is disseminated to the correct person(s).

All fellowships for summer programs that are currently authorized in the human resources system will be paid through the payroll system. All fellowships for non-summer programs will receive the last payment through the payroll system effective 7/31. All personnel action forms will be automatically terminated as of 7/31 or as of the end of the appropriate summer program. Fellowship awards to be paid after those dates **MUST BE PROCESSED THROUGH THE SAE SYSTEM.**

For questions relating to the use of SAE or how to calculate the appropriate award amounts, please contact either Liz Barbin in the Graduate School or Elahe Russell in the office of Sponsored Program Accounting.

## Student Award Entry

Before a scholarship, fellowship or cash award can be processed in the SAE system, the award and all related eligibility criteria must be defined in the system. The first step is to complete an AS 498 form (Request to Establish Scholarship/Fellowship). These forms are available to download on the Sponsored Program Accounting web site under "Forms". Once the appropriate offices have responded to the request (see "Routing" section of AS 498), the award is set up and ready to be used in the SAE system.

To process an award, logon to IMS and select SAE from the System Menu. The following screen will appear:

```
SAEMENU                                STUDENT AWARD ENTRY SYSTEM
                                      PRIMARY MENU

F2 ---- TO FIND AN AWARD DOCUMENT

F3 ---- TO CREATE, VIEW OR CHANGE AN AWARD DOCUMENT

*** WELCOME TO THE STUDENT AWARD ENTRY SYSTEM ***

1=HELP      2=SAEINQ    3=SAEHEAD    4=SAEETL    5=TISMENU    6=SYSTEMU
7=ABSINFO   8=HRMMENU    9=SRRMENU   10=DIRMENU  11=GLSMENU   12=LOGOFF
```

Depress the F3 button to create a new award document. The following screen will appear:

```
SAEAAH                                STUDENT AWARD ASSIGNMENT HEADER
DOCUMENT NBR REQUIRED
ACTION: V (A/ADD,C/CHANGE,D/DELETE,S/STATUS CHG,V/VIEW) CODE: AAH

DOCUMENT NBR: ?????????? TOT LINES:      DOCUMENT TOTAL:
DOCUMENT STATUS: (FOR STATUS CHANGE)
TRX CODE      :                          ACCOUNT:
CONTACT NAME:  CONTACT PHONE:
COMMENTS      :
:
:

----- STATUS INFORMATION -----

I - INCOMPLETE          W - WORKED
P - PENDING             A - APPROVED
F - FINANCIAL AID

ADD:                    CHG:

1=HELP      2=SAEINQ    3=SAEMENU    4=SAEETL    5=TISMENU    6=SYSTEMU
7=ABSINFO   8=TRXCODE    9=PRINT     10=DIRMENU  11=GLSMENU   12=LOGOFF
```

Change the ACTION to A for Add and depress the ENTER key. Question marks will appear where required information should be provided. The transaction code is the 4 character code that is assigned to the award when the AS 498 is processed. The contact name and phone of the person in the department who is responsible for processing the award must be entered in the event there is a problem or there are questions about the award. Once all required fields are entered, depress the ENTER key and advance to the following screen:

```

SAEAAD                STUDENT AWARD ASSIGNMENT DETAIL
ADD SUCCESSFUL        PLEASE ENTER DATA
ACTION: A (A/ADD,C/CHANGE,V/VIEW) CODE: AAD

DOCUMENT NBR:         15984  TOTAL LINES: 0000  DOCUMENT TOTAL:         0.00

   SEQ      STUDENT      STUDENT      TERM      AWARD      NBR
   SSN      NAME        CODE        AMOUNT    INSTALL

                                     CALCULATED TOTAL:         0.00

1=HELP      2=SAEINQ     3=SAEHEAD   4=SAEMENU   5=TISMENU   6=SYSTEMU
7=PREVPAGE  8=NEXTPAGE    9=PRINT    10=DIRMENU  11=GLSMENU  12=LOGOFF

```

All awards must be processed BY TERM. If a student is to receive a fellowship for the entire year, three lines (one for each term) must be entered on this transaction. If the department wishes the student to receive installment payments for the award, rather than a lump sum payment, the number of installments must be entered. There is a maximum of 5 installments for Fall and Spring awards and a maximum of 2 installments for Summer awards. Installments will be paid as follows:

Fall term	August (one week before class begins) September 1 October 1 November 1 December 1
Spring term	January (one week before class begins) February 1 March 1 April 1 May 1
Summer term	June (one week before class begins) July 1

**It is important to note that if a student has not completed registration for the appropriate semester prior to the first installment date, he/she will not receive the first installment until registration has been completed.**

Once all awards have been entered, depress the F9 key to print the document. Obtain the

appropriate signatures and forward the completed document to the Financial Aid Office for final approval and release into the system. Payments will be posted on the appropriate dates to each student's Bursar Office account where it will apply to any outstanding debt before any balance is either direct-deposited to the student's bank account or a check is generated and mailed to the student. Each department is asked to encourage all students to select the direct-deposit option from their PAWS account to ensure timely receipt of all awards.

If a transaction code for a scholarship or fellowship has already been assigned via the AS 498 form and you are unsure of the code, a search can be done in the Treasurer Information System (TIS) to find the appropriate code. Sign on to IMS and select TIS from the system menu. The following screen will appear:

```

TISMENU                TREASURER'S INFORMATION SYSTEM          07/05/05 08:24:23
                        PRIMARY MENU

F2 ---- CODE TABLE MENU

F3 ---- CUSTOMER INFORMATION MENU

F4 ---- CASH BOX MENU

F5 ---- TELLER MENU

*** WELCOME TO THE TREASURER'S SYSTEM ***

F1=                    F2=CODMENU    F3=CUSMENU    F4 =CSHMENU    F5 =TELMENU    F6 =SYSTEMENU
F7=ABSMENU            F8=TRFMENU    F9=SRRMENU    F10=DIRMENU    F11=GLSMENU    F12=LOGOFF
  
```

Depress the F2 key to get to the code table menu shown below:

```

TISMCOD                TIS CODE TABLE MENU                      07/05/05
08:31:56

Action:   (V=View,A=Add,C=Change,D=Delete)  Code:
Customer Nbr:                               Name:

Action   Code   Table                               Action   Code   Table
-----   -
V,A,C,D  ATC   Account Type                         V,A,C,D  MOP   Methods of Payment
V,A,C,D  AGT   Agreement Types                     V,A,C,D  PSC   Payment Schedule Codes
V   C    BCM   Bill Comments                       V,A   D   PSD   Payment Schedule Dates
V,A,C,D  CKC   Check Control                       V,A,C,D  RPT   Returned Payment Types
V,A,C,D  CPC   Collection Agency                   V,A,C,D  TID   TIS Logon IDs
V,A,C,D  CRC   Correspondence                      V,A,C,D  TXC   Transaction Codes
V,A,C,D  CTC   Customer Types                     V,A,C,D  TGC   Tag Codes
V,A,C,D  HRC   History Reasons                     V,A,C,D  TSC   Transaction Status
V,A,C,D  HSC   History Status                      V,A,C,D  TTC   Transaction Types
V,A,C,D  HTC   History Types

F1=HELP      F2=CSHMENU    F3=CUSMENU    F4 =          F5 =TELMENU    F6 =SYSTEMENU
F7=          F8=          F9=          F10=         F11=          F12=LOGOFF
  
```

Type a V in the Action and TXC in the code to get to the transaction code screen shown below:

```

TIS3090-TXC                TIS TRANSACTION CODES                07/05/05 13:37:35
REQUIRED DATA
Action: V (V=View,A=Add,C=Change,D=Delete)  Code: TXC
Customer Nbr:                Name:

Trx Code:      Acct Type:   Desc:
Trx Type:      Pay Deduct:  A/I:      Expired:
TIS Acct: 13799%$$$ TT:  Obj/S:      Proj:      Amount:      CR:
Offsets:      TT:  Obj/S:      Proj:      Amount:      CR:
              TT:  Obj/S:      Proj:      Amount:      CR:
              TT:  Obj/S:      Proj:      Amount:      CR:

Code AT TY PD A/I  Description                Account TT  Obj/S  Proj  Amount

F1=HELP      F2=CODMENU  F3=CUSMENU  F4 =          F5 =TELMENU  F6 =
F7=PREVPAGE  F8=NEXTPAGE F9=GLSMENU  F10=SAEHEAD  F11=         F12=LOGOFF
    
```

Tab to the TIS Acct field and type in the full account number for the award. If the full account is not known, type in the first three, five or seven digits followed by % (percent signs) and depress the ENTER key. A list of transactions that meet the criteria selected will appear as shown below:

```

TIS3090-TXC                TIS TRANSACTION CODES                07/05/05 13:37:53
PF8 TO PAGE FWD
Action: V (V=View,A=Add,C=Change,D=Delete)  Code: TXC
Customer Nbr:                Name:

Trx Code:      Acct Type:   Desc:
Trx Type:      Pay Deduct:  A/I:      Expired:
TIS Acct: 13799%$$$ TT:  Obj/S:      Proj:      Amount:      CR:
Offsets:      TT:  Obj/S:      Proj:      Amount:      CR:
              TT:  Obj/S:      Proj:      Amount:      CR:
              TT:  Obj/S:      Proj:      Amount:      CR:

Code AT TY PD A/I  Description                Account TT  Obj/S  Proj  Amount
A455 A  FL  N  A  Grad School Scholar 137990779  X 6630
A455 D  FL  N  A  Grad School Scholar 137990779  X 6630
A458 A  FL  N  A  La Board of Regents 137994705  X 6630
A458 D  FL  N  A  La Board of Regents 137994705  X 6630
A459 A  FL  N  A  La Board of Regents 137994712  X 6630
A459 D  FL  N  A  La Board of Regents 137994712  X 6630
A460 A  FL  N  A  La Board of Regents 137994717  X 6630
A460 D  FL  N  A  La Board of Regents 137994717  X 6630

F1=HELP      F2=CODMENU  F3=CUSMENU  F4 =          F5 =TELMENU  F6 =
F7=PREVPAGE  F8=NEXTPAGE F9=GLSMENU  F10=SAEHEAD  F11=         F12=LOGOFF
    
```

Access to the SAE system is by account number and is the same as access to the General Ledger System. If you receive an “authorize failed” message when loading awards in SAE, please contact the security officer in Financial Systems Services for assistance.