

# Editing Awards



# Editing/Cancelling UGF Awards

The screenshot shows the 'UGF Summary' page for a student. The page includes a sidebar with navigation options: Financial Detail, RA/TA Summary, UGF Summary (highlighted), and Award Approval History. The main content area displays the student's information and a table of UGF assignments. A red button labeled 'Add UGF Award' is visible. Two yellow arrows point to the 'Add UGF Award' button and the first row of the table, with labels 'Add new UGF Award' and 'Edit an Existing UGF Award for Current or Future' respectively.

Term	Allocation	Award Purpose	Academic Org	Action Date	Seq	Active	User ID	Approval Status
2221	\$50.00	Completion	English Dpt T	01/12/2022	1	Active	igsam	Pending 1st Approval

1. From a student's UGF Summary page, select the award that needs to be edited (in current or future terms only).
2. Upon clicking that "row", you will get a "Update UGF Award" pop-up window.
3. Enter updated information - most importantly, be sure that the new entry for "Total Award" is the amount of the initial offer plus the new amount

The screenshot shows the 'Edit UGF Award' pop-up window. The window contains the following information and fields:

- Term: 2022/2022 Spring
- Academic Org: CENGLISH English Dpt T
- Total Award: \$10.00
- Award Purpose: Completion
- Units Taken (if less than 6):
- Effective Status: Active
- Approval Status: Pending 1st Approval
- Entered By: Kim Naig
- Updated Date: 02/18/22 1:24:36PM

A red arrow points from the 'Total Award' field in the pop-up window to the 'Total Award' field in the table of the previous screenshot.

# Editing/Cancelling RA/TA Awards

The screenshot shows the 'RA/TA Summary' page. On the left is a sidebar with navigation options: Financial Detail, RA/TA Summary (highlighted), UGF Summary, and Award Approval History. The main content area displays a student's profile and a table of RA/TA assignments. A red button labeled 'Add RA/TA Award' is visible. Two yellow arrows point to the 'Add RA/TA Award' button and the first row of the table. Text annotations above the arrows read 'Add New Award' and 'Edit Existing Award, Current or Future Terms'.

Term	RA/TA	FTE %	HR Dept Code	Faculty/Staff Supervisor	Start Date	Action Date	Seq	Active	User ID	Approval Status
2221	RA	50	B1705	Roger Lurie	01/17/2022	01/10/2022	2	Active	igsam	Pending 1st Approval

1. From a student's RA/TA Summary page, select the award that needs to be edited (in current or future terms only).
2. Upon clicking that "row", you will get a "Edit RA/TA Award" pop-up window.
3. Go to "Effective Status", select "Inactive".
4. Click "Save".

The screenshot shows the 'Edit RA/TA Award' pop-up window. The window title is 'Edit RA/TA Award' with 'Cancel' and 'Save' buttons. The form displays the following information: RA/TA Award for [redacted], Term: 2221/2022 Spring, RA / TA: RA, FTE%: 50%, Start Date: 01/10/2022, HR Dept Code: B1702 School Of Earth & Space Explor, Faculty/Staff Supervisor Emplid: 1000719993 Amanda Clarke. The 'Effective Status' dropdown menu is open, showing 'Active' and 'Inactive' options. A red arrow points from the text in the previous list to the 'Inactive' option.

# Editing/Cancelling Awards

---

After “saving” updated information:

- If already completely approved, the award will reroute through the approval process
- If not already approved, this new version should replace the previous one in approval queues

## **Please note:**

- Approved “edited” awards may take 1-2 business days to process through to DSP and update the student account. Therefore, please allow at least two business days before requesting that the Graduate College troubleshoot an updated posting.