Entering Awards
Entering a Single UGF

1. Select “Manage RA/TA/UGF Awards” tile
2. Find student using “Search Grad Financial” screen

There are three options for searching:

- Search by Student ID (EMPL ID)
- Search by Name (you will need a minimum of 2 characters for each field - first and last name)
- Advanced Search*, which enables you to search by Award term and any two of the additional fields listed.

*You can use the magnifying glass at the end of any of these rows to locate the proper entry for that field
Entering a Single UGF

If your results had multiple students (ex. a search for “Ji Li” might yield multiple students), simply find the correct student & click on their row.
3. A new tab should open with the “Financial Detail” screen for the student you are working on and you will click “UGF Summary” from the menu on the left side of this screen.

4. On the “UGF Summary” page, you will click the “Add UGF Award” button.

**NOTE:** Pop-up Blocker must be off, or your student pages will not open.
Entering a Single UGF

5. Enter required award info: Term, Total Allocation and Purpose (Recruitment, Enrichment/Retention, or Completion)

Note: If the student will be/is enrolled in <6 units for the awarded term, please enter # of units and you will then be prompted to enter an “Exception Justification” from the dropdown menu

6. Press the “Save” button
Entering a Single RA/TA Award

Use the same processes to get to the “Add Award” button that we just demonstrated for the UGF, but for “RA/TA Award”
Entering a Single RA/TA Award

5. Enter required award info:
Term, Position type (RA or TA), FTE %, Dept Code & Supervisor’s ID

Note: FTE% will only allow 25% or 50%

REMINDER: There are no exceptions to the enrollment minimum for RA/TA Awards - students must be enrolled in at least 6 units for the awarded term as a condition of the appointment.

6. Press the “Save” button
Entering Multiple UGF Awards

1. Select “UGF Quick Entry” tile on Homepage
2. You must enter a “static” Term and Academic Org in the UGF Default section for all entries
3. Then you can enter as many individual student awards as you need - just click the “+” sign for more lines
4. Click “Submit”

If you will be entering many awards or you need to stop & check on something, we encourage you to use the “Save Draft” button as you go
Entering Multiple RA/TA Awards

1. Select “RA/TA Quick Entry” tile on Homepage
2. You will need to enter a “static” Term, Start Date and HR Department Code which will auto-populate this for all entries (but can be overridden on an individual line entry)
   NOTE: Start Date field not required for Summer terms
3. Then you can enter as many individual student awards as you need - just click the “+” sign for more lines
4. Click “Submit” (or “Save Draft” if you’ll come back to finish)
Checking Status of an Award

After you’ve entered awards (individual or multi), there are two ways to see where they are “in the process”:
1. On an individual students’ “Summary” page for that award
Checking Status of an Award

After you’ve entered awards (individual or multi), there are two ways to see where they are “in the process”:

2. In the “My Inbox” section, there is an “Approval History” section that is searchable.