Budget & Finance Notification



August 2, 2021

Subject: Action Required - Graduate Student Stipends and Fees Corrections

Hello, Graduate Coordinators -

We **urgently need your help** to correct the fund sources used for FY2021 stipend and fee payments. PIs and financial managers are expecting to see these changes with the August ledger close.

Please note that there are manual steps the FSU staff must also take* following your entries. As we have worked through the challenges with creating AIDIDs and addressing reconverted projects, we have discovered that we will need to allow more time for FSU processing than originally estimated.

The changes must now be submitted by graduate department/program coordinators by August 13.

Getting Started - FAQ

Q: I know which students need corrections. What is my next action?
A: Make the corrections in the Financial Support Request Tool (FSRT). Instructions are here.

Q: I don't know which students need corrections. How do I check?
A: There are potentially two categories of changes to review:

1. Payments which have been posted to the Graduate Division AIDIDs GPND (placeholder), GRFN (fees) or AGRN (stipends). Run and **download** the report (below), filtering for these AIDIDs (within the downloaded spreadsheet), to see the students in your program that have payments on these codes that may need to be updated to departmental or PI funding.
2. Payments which have been posted to the department/program or PI discretionary funding. FSU will not be able to identify these for you - for example, we would not be able to tell what is intended to post to a department/program block grant, and what was placed there temporarily until a new AIDID was available. Run and download the report (below) and review it with your supervisor, unit manager, or DBO/MSO.

Q: How can I see what stipend or fee payments are scheduled/pending?
A: Users with access to the Financial Support Request Tool (FSRT) can download a limited report of stipend and fee payments that have been entered. This report will be limited to students in the department/program the user has access to. Please see our Financial Support Request Tool Documentation for instructions to gain access to the FSRT and run the report (see "Fellowship Status").

Q: I have requested a new AIDID for a reconverted project, and I haven't yet received notice of a new AIDID or a response to my SNOW ticket for clarification. What should I do?
A: Hang tight. The AIDID project team is working on this, and we'll send you more information ASAP. **In the meantime, please start working on the changes for all other projects, especially sponsored projects, as soon as possible**.

Q: I have other questions, what should I do?
A: Three things below:

1. First, see the FAQ available on the Graduate Division partner pages:
    1. AIDID & Corrections FAQ
    2. FSRT FAQ
2. Attend upcoming **office hours with FSU in August - Fridays, 9-11am** Pacific Time
    1. Zoom link: https://ucsd.zoom.us/j/92957620255
    2. Download .ics calendar file here

3. For inquiries or other support, please submit a ticket at support.ucsd.edu/students

As a reminder, the Graduate Division Financial Support listservs are self-service - interested staff and faculty can subscribe here.

We strongly encourage you to share this information with financial staff and research administrators who manage projects and funding that support graduate students - recent experience tells us that many may not realize these communication channels are available, and while messages are often geared primarily toward graduate coordinators, the information can be useful in helping to "connect the dots" to assist with financial setup/reconciliation.

Thank you for your support!

Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial information system and support departments' success in managing their fiscal responsibilities.
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