How to enter a new RA/TA waiver for a student working for more than one department

Fall 2016

1. Click on the **Main Menu**.

2. Select **Student Financials**

3. Select **CU Student Financials Custom**

4. Click on **CU Waiver Entry**
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First, enter the student’s identification number or first and last name.

Then click Search.
If the student already has an RA waiver percentage entered and the student is also working as an RA for your department,
1. Add a new row
2. Add the percentage of the appointment from your department to the percentage already displayed and enter the total. So, if the student is receiving an RA appointment for 15% from your department and already has an RA Appointment entered for 20%, enter 35% in the RA percentage field.
3. Enter your RA Oper ID in the new row, overwriting the previous RA Oper ID. Both will be stored as a historical record.

**Important!** The effective date should always be the date you enter the information, which is the default.
To add a second waiver for the same term, you will need to create a second row for the same term. To enter the new row, select the “+” button on the right.

Tip: Click on View All to see a history of all entries.

Click “+” to create a new row in which you can enter the current term waiver.
If the student has an RA waiver percentage already entered *and is working as a TA for your department* (or vice versa), you add the row and simply enter the TA percentage and TA Oper ID in the appropriate fields (both in the same row). The RA percentage and RA Oper ID will already be populated in the new row. Do not change the RA percentage field.

Remember to click *Save.*
Students working for more than one department might have information that is already populated in the fields of the CU Waiver Entry screen *for the current term*. You will need to create a new row to enter the waiver for your department. You will NOT be able to simply overwrite the existing content. To enter your department’s waiver, you will need to add a new waiver page, known as a row, by selecting the “+” button on the right.

**Tip:** Click on View All to see a history of all entries.

Click “+” to create a new row in which you can enter your department’s waiver.
When entering a TA waiver, enter your operator ID in the **TA Oper ID** field. *(GA and GPTI- enter in the TA Oper ID field.)*

When entering a RA waiver, enter your operator ID in the **RA Oper ID** field.
If the student has a TA waiver, enter the percentage of appointment in the **TA percentage** field.

If the student has a RA waiver, enter the percentage of appointment in the **RA percentage** field.

*Tip:* If the student has a percentage appointment with a decimal point, please round down to the closest whole number. Example 25.5% should be entered as 25%.
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Enter the student’s payroll ID in the Payroll ID field.

Remember to click Save.

This must be today’s date.
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This process is now complete. Thank you!
See other RA/TA waiver How-To’s.