How to enter a new RA/TA waiver for a student with a waiver from previous term – Spring 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 information is already populated in the fields of the CU Waiver Entry screen for a prior term you will need to create a new row for the correct term. You will not be able to simply overwrite a previous term. To enter the new term 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 the current term waiver.
The top two entries will be identical. You will know you are in the correct row because the effective date will be the date you are entering the waiver.

Enter your new term information in the top row and delete any information that is no longer relevant.

**Important!** Do not change the effective date on the CU Waiver Entry screen. The effective date should always be the date you are entering the information, which is the default.
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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 an RA waiver, enter your operator ID in the **RA Oper ID** field.

This should be the date the waiver is entered.
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If the student has a TA waiver, enter the percentage of appointment in the **TA percentage** field.

If the student has an 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%.

This should be the date the waiver is entered.
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Enter the student’s payroll ID in the **Payroll ID** field.

Don’t forget to click **Save**.

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