How to enter a student’s first RA/TA Waiver

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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Enter the student’s identification number or first and last name.

Click Search.
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Since this is the first time a waiver is being entered for a student in the CU Waiver Entry screen all of the fields are blank.

Enter the correct term code in the Term Field. The fall 2015 code is 2157.
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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.

*Tip: If you don’t know your operator ID, Check your access request form or email Bursar_Access@colorado.edu*
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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%.
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Enter the student’s payroll ID in the Payroll ID field.

Click Save.
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This process is now complete. Thank you!
See other RA/TA waiver How-To's.