JOB AID

GA Residency Exceptions

11/22/2021
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Summary

The GA Residency Exception in Campus Solutions replaces the previous Graduate Assistant - Registrar Coding List Form (G-List) in legacy SIS. This information needs to be entered to allow graduate assistants to receive their tuition waiver and benefits while the HR appointment paperwork is processed. The GA Residency Exception does not need to be removed once the approved appointment is in the HR/Payroll system.

Every semester there will be a reconciliation process to remove all tuition waivers and benefits for Graduate Assistants without an approved appointment in the HR/Payroll system. This cut-off date for this reconciliation process will be communicated to departments each semester.

Workflow Status Report

Graduate Appointments still “in process” (routing in workflow) and awaiting approval by departments or MSU HR can be found in EBS by running the HR Forms Workflow Report.

1. Under My Approvals & Workflow tab, click on HR Forms Workflow Report tile
2. On the **Process Name** field, select the lookup button and check **Graduate Assistant Hiring Process** and Click OK

3. On the **Process Status** field, select the lookup button and choose **In Process** and Click OK
4. If you expect the report to return more than 100 rows, you can increase the number of items returned by clicking on the Result button. If not, leave as-is and Click Go.

5. Results will display on the screen as shown below. The list can also be exported to Excel by selecting the download button. You can sort the results by clicking on any of the column headings.
Entering GA Residency Exception Codes

**Navigation:** NavBar > MSU Enhancements > GA Residency Exception > MSU Residency Exception

1. Enter the student's **ID** and click Search.

   **Note:** In the new SIS, the student’s ID was derived by replacing the “A” in the current PID with the number “1” (e.g., PID A23456789 is ID 123456789 in the new SIS). If you do not know the ID, search by Last Name/First Name, Campus ID (NetID)

   - **Academic Institution:** MSU55
   - **Academic Career:** Graduate

   **Note:** Exceptions should always be entered on the Graduate career even if a student has multiple careers.
2. Enter **Term** or click the magnifying glass to search

3. Enter **Tuition Residency Exception** or click the magnifying glass to search

   - **GA**: Enrolls student in GA insurance + gives in-state tuition + 9 credit tuition waiver
   - **GAINS**: Enrolls student in GA insurance + gives in-state tuition (if a GA was held in the previous Fall and Spring semester)
   - **GASUM**: Enrolls student in GA insurance + gives in-state tuition + 5 credit tuition waiver

   **Note**: GAINS and GASUM can only be used for summer terms
4. Use the (+) button to add additional rows for all applicable terms
5. Click **Save** at the bottom of the page