



# JOB AID

## GA Residency Exceptions

*11/22/2021*





## GA Residency Exceptions

### Summary

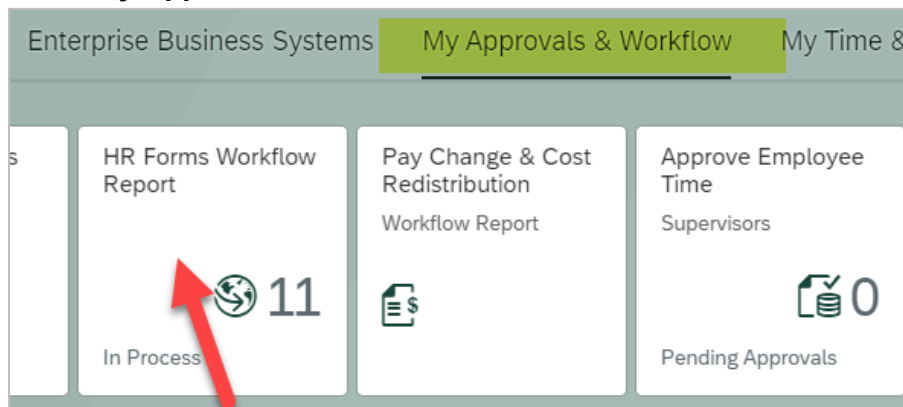
The GA Residency Exception in Campus Solutions replaces the previous Graduate Assistant - Registrar Coding List Form (G-List) in legacy SIS. This information needs to be entered to allow graduate assistants to receive their tuition waiver and benefits while the HR appointment paperwork is processed. 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**

Standard \* ☺  
Process Name:  
Reference Number:

Process Name

Select From List Define Conditions

Result <= 500 Items Go

Items (24)

- Process Name
- FAS Hire/Rehire/Reappointment/COS - Prior to 5/21/2018
- FAS Leave of Absence
- FAS Position Create/Change/Copy Form
- FAS Position Create/Change/Copy Form - Prior to 5/21/2018
- Graduate Assistant Hiring Process
- New Work Schedule Request
- Student Change of Status
- Student Hiring Process
- Summer School
- Support Staff Change of Status
- Support Staff Leave of Absence
- Support Staff Position Change - Reclassification
- Support Staff Posting Create/Change/Copy Form
- Support Staff Special Increase Supporting Documentation Form

Selected Items (1)

Graduate Assistant Hiring Process

OK Cancel

3. On the **Process Status** field, select the lookup button and choose **In Process** and Click **OK**

Process Status:  
Processor:

Process Status

Select From List Define Conditions

Items (5)

- Process Status
- Draft
- In Process
- Error
- Completed
- Canceled

Selected Items (1)

In Process

OK Cancel



- 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**

The screenshot shows the 'HR Forms Workflow Report' interface. At the top, there are search filters for Process Name, Process Status, Start Date, Process Initiator, Personnel Number, Organizational Unit, and Position Number. A 'Result <= 100 items' button is highlighted with a red arrow, and a 'Go' button is also highlighted with a red arrow. Below the filters, there is a 'Result List :0 Processes' section with a table header and a 'No data available' message.

- 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.

The screenshot shows the 'HR Forms Workflow Report' interface with a list of 50 processes. The table has columns for Process Name, Last Name, First Name, Ref. No., Process Status, Processor, Effective Date, PERNR or Pos.#, Process Initiator, Start Date, End Date, Business Status, PSA, ESG, Action, Object Type, and Error. A download button (represented by a downward arrow icon) is highlighted with a red arrow. The table contains 10 rows of data, all for 'Graduate Assistant Hiring Process'.

Process Name	Last Name	First Name	Ref. No.	Process Status	Processor	Effective Date	PERNR or Pos.#	Process Initiator	Start Date	End Date	Business Status	PSA	ESG	Action	Object Type	Error
Graduate Assistant Hiring Process			749993	In Process		01/01/2022	492362		11/19/2021		Processed			ZC	Person	
Graduate Assistant Hiring Process			749992	In Process		01/01/2022	485629		11/19/2021		Processed			ZZ	Person	
Graduate Assistant Hiring Process			749990	In Process		01/01/2022	483574		11/19/2021		Processed			ZZ	Person	
Graduate Assistant Hiring Process			749991	In Process		01/01/2022	480592		11/19/2021					ZU	Person	
Graduate Assistant Hiring Process			749922	In Process		01/01/2022	482626		11/19/2021		Processed			ZZ	Person	
Graduate Assistant Hiring Process			749930	In Process		01/01/2022	481496		11/19/2021					ZZ	Person	
Graduate Assistant Hiring Process			749912	In Process		01/01/2022	487604		11/19/2021		Processed			ZZ	Person	
Graduate Assistant Hiring Process			750036	In Process		01/01/2022	481821		11/19/2021					ZZ	Person	
Graduate Assistant Hiring Process			749994	In Process		01/01/2022	484804		11/19/2021					ZZ	Person	
Graduate Assistant Hiring Process			749892	In Process		01/01/2022	484797		11/19/2021					ZZ	Person	



## Entering GA Residency Exception Codes

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

### MSU Residency Exceptions

New Window | Help

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Empl ID:

Academic Career:

Academic Institution:

Campus ID:

Last Name:

First Name:

[Basic Search](#)  [Save Search Criteria](#)

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.



Residency Exception

MSU Residency Exception

New Window | Help | Personalize Page

Residency Exception

Empl ID  Academic Career Graduate

Name

Personalize | Find | View All | | | First 1 of 1 Last

	*Term	*Tuition Residency Exception		
1	2212	GA		

Save Return to Search Previous in List Next in List Notify

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

Look Up Tuition Residency Exception

Help

Residency Exception: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Residency Exception	Description
GA	SF Grad Assist FS/SS Waiver
GAINS	SF Grad Assist Summer Ins Waiv
GASUM	SF Grad Assist Summer Waiver



4. Use the (+) button to add additional rows for all applicable terms
5. Click **Save** at the bottom of the page