FY 21 Fellowship Payroll Process
Introduction and ODIF updates

- Office of Diversity, Inclusion, and Funding - Graduate School
- Office of Vice Chancellor for Research and Graduate Education HR
- Staffing updates
- Contact: General funding, fellowship questions - offr@grad.wisc.edu
Agenda

- Why the process is changing
- What’s changed - new process walkthrough
- Additional resources
- Next steps
- GSSC updates
- Q&A
Why the process is changing

- Program control - frustrations from the past
  - Payrolling, start and termination, summer prepay, timely processing and tuition bill payment
- Better student experience - no more sending students around for answers
  - One point of contact - from offer to payroll to benefit to
  - Relationship with coordinators
- Existing expertise in place for AOF, TA/PA/RAs
Internal Fellowship Fall Start Example

Internal Fellowship Process (Fall start Example)

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Fall Semester this year before</th>
<th>January - April</th>
<th>April - May</th>
<th>June - August</th>
<th>September</th>
<th>October</th>
<th>End of Financial Year</th>
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**OFFICE**
- Update Fellowship Tracking System (FTS)
- Allocate Fellow to Program
- Enter Fellow Info into FTS
- Submit all data office workflow form to Banner's Office
- Allocate funds to department TSE account

**Program/Department/HR**
- Offer Fellowship to students
- Submit accepted fellow information to Banner/HR
- Enter Students into Payroll (WAHRS)
- Update Fellow Position/Role in FTS
- Set up benefits for fellow
- Enroll/Print Checks in FTS
- Payroll Audit (Monthly)
- Submit returned third-party authorization form to Banner's Office (IFONY 
  Semester)
- Fall's Active
- Pay third-party bill form Banner Office (IFONY 
  Semester)
- Submit one-page report on how TSE funds were spent during the period
Additional Resources

- https://kb.wisc.edu/grad/99717
Next Steps

- Figure out in your department/school/college how to divide up responsibilities between you & your HR office
- Report your fellow selection and upload signed acceptance letter on SurveyMonkey Apply after April 15 - the Council of Graduate School commitment deadline for Fall 2020. Link to come.
Graduate Student Support Competition Updates

- Funding flat for 5+ years
- Cuts across the board if staying flat for FY 22
- No decisions until allocations announced
Some submitted questions

Who’s responsible for benefits?

Setting up appointment in JEMS?

WRS eligibility when fellow has clinical piece added to appointment?

Why are we hiring grad students every semester?

What can be done if a Fellow is denied an ITIN?
Some unresolved questions

Access to Fellowship Tracking System besides Program Coordinators

Tuition remission request directly to Bursar’s Office for External Fellows.
Future Trainings

Training session with Bursar’s Office and Business Services
Questions