



UNIVERSITY OF  
CALGARY

Graduate Science Education | Cumming School of Medicine

# Setting up stipend payments for students

## Job Aid

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[GSE Student Payments | GRADUATE SCIENCE EDUCATION | Cumming School of Medicine | University of Calgary \(ucalgary.ca\)](#)

# Deadlines

Deadlines to submit stipend forms for monthly processing are the 1<sup>st</sup> of each month for that month. Example: November 1 for payment to the student on November 25. Payments for the current month submitted after the 1<sup>st</sup> of the month may not make the 25<sup>th</sup> payment date.

Payments to the student cannot be made until a complete, correct form is received. Please ensure that you have enough time to make corrections if necessary.

To check current payment details for your students, send their names and UCID numbers to [gseproj@ucalgary.ca](mailto:gseproj@ucalgary.ca).

## Stipend Set-Up Steps

### 1) Confirm with the supervisor (PI) the following:

- ❖ Monthly and total stipend amount for the request
- ❖ Start and end dates of the stipend term
- ❖ The accounting string for the relevant project account that the student is being paid from (can be multiple accounts)
- ❖ There are sufficient funds in the research project account for the stipend request
- ❖ End date of the project account(s) that the student will be paid from. This would be the current end date listed in eFin at the time of stipend request submission.

### 2) Confirm with the student

- ❖ That they have activated their registration/enrolment and are currently active within their program
  - Students initiate/activate their registration/enrolment on an annual basis during their Anniversary term (Winter, Spring, Summer, Fall terms)
  - International students – ensure that the student has a current study VISA and that a copy is on file with [hrhire@ucalgary.ca](mailto:hrhire@ucalgary.ca)

### 3) Access the [Student Stipend Payment form](#) via SharePoint Online

- ❖ (<https://uofc.sharepoint.com/sites/spo-faculty-medicine-gse/Lists/StipendForm/My%20Requests.aspx>)
- ❖ Or navigate to the form via the GSE Faculty & Staff Tab on the GSE Website



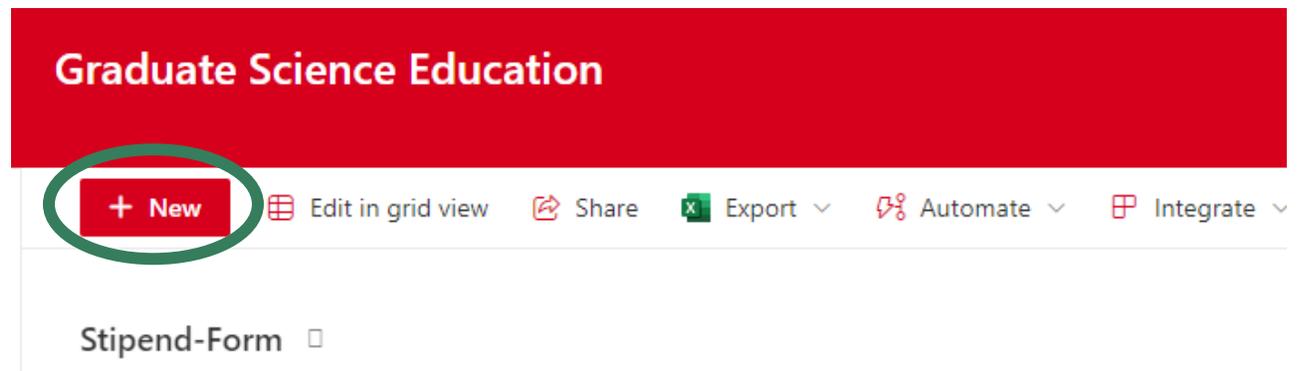
- ❖ You may be asked to login or to allow access related to your Microsoft accounts via the University of Calgary credentials or organizational Microsoft credentials.
- ❖ Contact [gseproj@ucalgary.ca](mailto:gseproj@ucalgary.ca) if the site says you do not have authorization.

#### 4) Creating the form

**IMPORTANT:** All data fields are mandatory. You will not be able to submit your form if fields are blank.

To save the transaction line you will need to select the  button at the end of that line to save the transaction to the form.

##### a) New Submission



The screenshot shows the 'Graduate Science Education' header in a red bar. Below it is a navigation bar with several buttons: '+ New' (circled in green), 'Edit in grid view', 'Share', 'Export', 'Automate', and 'Integrate'. Below the navigation bar, the text 'Stipend-Form' is visible with a small square icon to its right.

(1) Click New

(2) Select "New" from the Payment Request Type dropdown

**GSE - Stipend Form**

\* Student Status  
Select a status

**Payment Request Type (New, Revision)**

\* Payment Request Type  
New

(3) Fill in all the fields on the form. Form cannot be submitted without all fields being complete

(4) Payment Details section requires that you select the  button to save the transaction details to the form. It will generate a new blank set. If you have multiple accounts that are being used for payments repeat the process (only if it is the same account holder) for any additional accounts to meet the payment requirements.

**Payment Details**

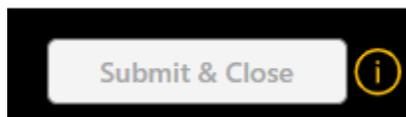
Masters Student Program - NEW Payment Details  
fill in details below

Start Date	End Date	FND	DEPT	Account	Project	Activity	Monthly	Total	Comments
12/31/2001	12/31/2001								
Proj. End Date:	12/31/2001								

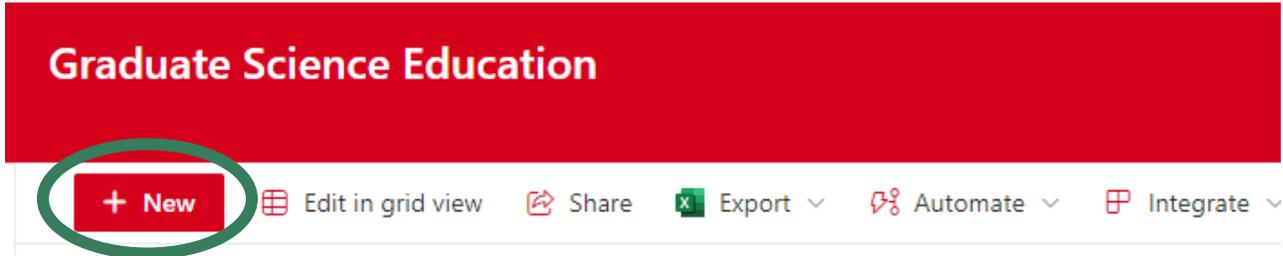


(5) Note the Proj. End Date field should meet or exceed the end date for payments. Payment durations that exceed the end date of a project will be returned for updates. This must be the date currently listed in eFin, not the date being requested as an extension in progress.

(6) Once all fields are completed the Submit & Close button will become available, and the yellow ! mark will disappear.



b) Revising or cancelling a payment



- (1) Click New
- (2) Select "Revision" from the Payment Request Type dropdown and then the type of revision from the Revision Type dropdown
- (3) Complete the project information based on the information that needs to be revised.

Start Date	End Date	FND	DEPT	Account	Project	Activity	Monthly	Total	Comments
12/31/2001	12/31/2001								

- You will need to select the  button to confirm the entry and save it to the form.
- (4) Complete the Payment Details Section with the new Payment Details

- (a) Section requires that you select the  button to save the transaction details to the form. It will generate a new blank set. If you have multiple accounts that are being used for payments repeat the process (only if it is the same account holder) for any additional accounts to meet the payment requirements.

Start Date	End Date	FND	DEPT	Account	Project	Activity	Monthly	Total	Comments
12/31/2001	12/31/2001								
Proj. End Date:	12/31/2001								

- (5) Note the Proj. End Date field should meet or exceed the end date for payments. Payment durations that exceed the end date of a project will be returned for updates. This must be the date currently listed in eFin, not the date being requested as an extension in progress.

- (6) Once all fields are completed the Submit & Close button will become available, and the yellow ! mark will disappear.

