

Waiver Processing Guide

Research Assistants/Associates	GA Job Code to Assign						Who pays Waiver?	Who Keys Code 50?	Processing/Routing	Waiver Form to Use
ACTION	9181	9182	9183	9184	9550	9185				
IN STATE: Grant pays stipend and tuition	YES	YES	NO	NO	NO	NO	Grant (3rd party)	NA	Program with copy to College	No GS form (college form)
OUT OF STATE: Grant pays stipend and tuition	YES	YES	NO	NO	NO	NO	Grant (3rd party)	Cash Account.	College to Cash Accounting	No GS form (college form)
Grant pays stipend but does not allow tuition	YES	YES	NO	NO	NO	NO	Grad School	Grad. School	College to Grad School	GS Waiver Form 1
Grant is paying stipend of more students than originally funded (with approval from agency)	YES	YES	NO	NO	NO	NO	Grad School	Grad. School	College to Grad School	GS Waiver Form 1
Stipend is paid by RO or START UP funds	YES	YES	NO	NO	NO	NO	Grad School	Grad. School	College to Grad School	GS Waiver Form 1
Grant pays stipend and first 9 hrs but student is enrolled in 10-12 hrs (as required by program)	YES	YES	NO	NO	NO	NO	Grad School	Grad. School	College to Grad School	GS Waiver Form 2
Stipend is paid by E & G fund (<i>exception ONLY</i>)	YES	YES	NO	NO	NO	NO	Grad School	Grad. School	College to Grad School	GS Waiver Form 1
IN STATE: Grant pays stipend and tuition but student is in last semester and is enrolled in 2 hrs	YES	YES	NO	NO	NO	NO	Grant (3rd party)	NA	Program with copy to college and GS needs to be copied so HR can be notified	GS Waiver Form 3
OUT OF STATE: Grant pays stipend and tuition but student is in last semester and is enrolled in 2 hrs	YES	YES	NO	NO	NO	NO	Grant (3rd party)	Cash Account.	College with copy to GS so that HR can be copied (especially important for Internationals)	GS Waiver Form 3
Grant pays stipend but does not allow tuition and student is in last semester and is enrolled in 2 hrs	YES	YES	NO	NO	NO	NO	Grad School	Grad. School	College to Grad School	GS Waiver Form 3
* Students that receive 0.25 appointment as 9183, 9184, 9185 or 9550 as well as 0.25 as 9181 or 9182 must have 5 hrs paid through the TA and 4 hrs paid through the RA.										
Teaching Assistants/Associates and Graduate Assistants	GA Job Code to Assign						Who pays Waiver?	Who Keys Code 50?	Processing/Routing	GS Form to Use
ACTION	9181	9182	9183	9184	9550	9185				
Graduate Teaching Assistant	NO	NO	NO	YES	NO	NO	College	Cash Account.	College to Cash Accounting	GS Excel
Graduate Teaching Associate	NO	NO	YES	NO	NO	NO	College	Cash Account.	College to Cash Accounting	GS Excel
Graduate Instructional Assistant	NO	NO	NO	NO	YES	NO	College	Cash Account.	College to Cash Accounting	GS Excel
Graduate Assistant	NO	NO	NO	NO	NO	YES	College	Cash Account.	College to Cash Accounting	GS Excel
All TAs: Additional hours above full time	NO	NO	YES	YES	YES	YES	College pays 9, GS pays 10-12	Cash Account. Grad. School	College to Cash Accounting for first 9 to GS 10-12	GS Waiver Form 2
All TAs: Waiver of full time in last semester	NO	NO	YES	YES	YES	YES	Grad School	Grad. School	College to Grad School	GS Waiver Form 3
* Students that receive 0.25 appointment as 9183, 9184, 9185, or 9550 as well as 0.25 as 9181 or 9182 must have 5 hrs paid through the TA and 4 hrs paid through the RA.										
Out of College Appointments	GA Job Code to Assign						Who pays Waiver?	Who Keys Code 50?	Processing/Routing	GS Form to Use
ACTION	9181	9182	9183	9184	9550	9185				
All Tampa Academic Affairs Colleges	YES	YES	YES	YES	YES	YES	College making the appointment	Cash Account.	College to Cash Accounting but GS needs to be copied	GS Waiver Form 5
Appointments from units that do not have waivers	YES	YES	YES	YES	YES	YES	Grad School	Grad. School	College to Grad School	GS Waiver Form 4
Code 50 Note: \$13,000 should be keyed when Code 50 is used for all out of state students with an in state waiver.										
Code 50 Note: Apply Code 50 and \$13,000 BEFORE any 3rd party payment is keyed.										