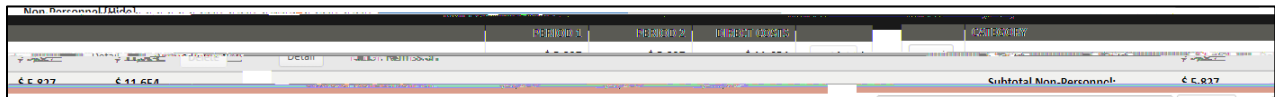


- x Click the Detail tab. The health insurance will appear in the Fringe Benefits column and be prorated based off the effort. Click Save and Close.



- x Tuition remission is calculated automatically in the non-Personnel section of the budget.



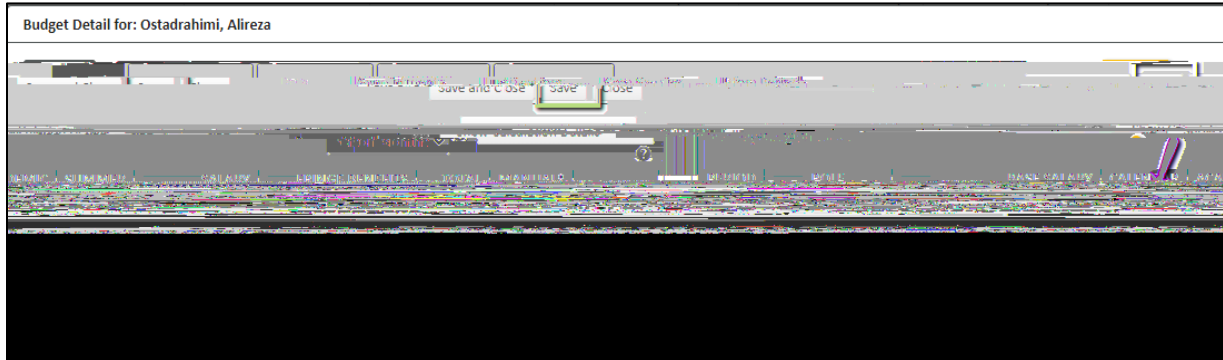
- x If GA will receive Academic or Summer health insurance:
  - x Since the appointment for a GA comes from workday as Calendar. Hit the Manual override button for the budget periods.



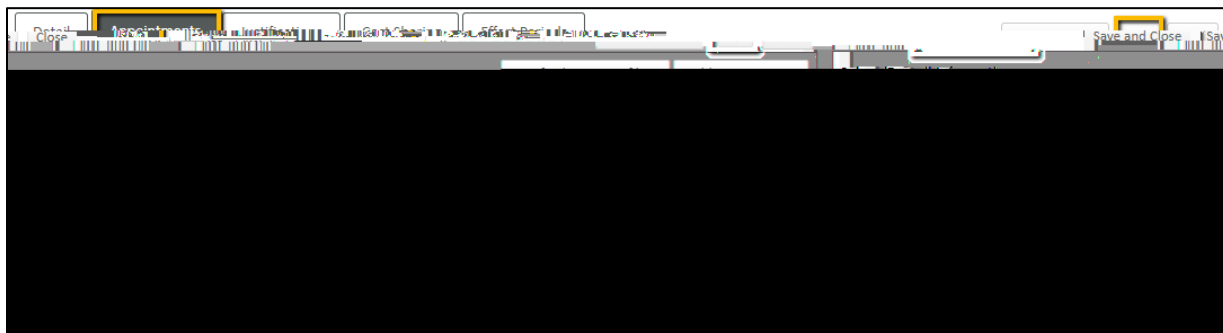
- x Add 1 as the Number of Personnel, enter the months of effort into either the Academic or Summer column and Manually add salary based on the effort. Click Save.



- x If GA will receive calendar health insurance:
  - x Enter the requested person months in the Calendar appointment. Click Save. You will see salary is prorated to number of months entered.



- x Click Appointments tab to select health insurance type. Under Fringe Benefits column, select type GA Calendar Health/Tuition from dropdown. Click Save.



- x Click Detail tab and you will see the health insurance amount is in the Fringe Benefits column. This will be prorated by the effort requested. Click Save and Close.

BASE SALARY	CALENDAR	ACADEMIC	SUMMER	SALARY	FRINGE BENEFITS	TOTAL	MANUAL	PERIOD	ROIF
6,286	GA Calendar H...		360	\$ 6,646		37,714	2.00	0.00	0.00
646						37,714	2.00	0.00	0.00
\$ 720	\$ 13,292					Total		\$ 12,572	

- x Under the Non-Personnel section of the budget, you will see the Tuition Remission amount.

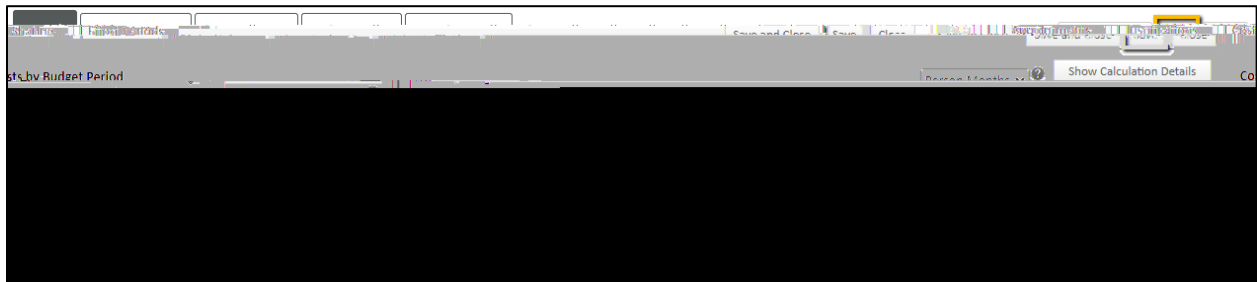
Non-Personnel (Total)	PERIOD 1	PERIOD 2	PERIOD 3	TOTAL COSTS
Tuition Remission				
Subtotal Non-Personnel:	\$ 7,093	\$ 7,093	\$ 7,093	\$ 21,280

- x If GA will receive academic or summer health insurance:

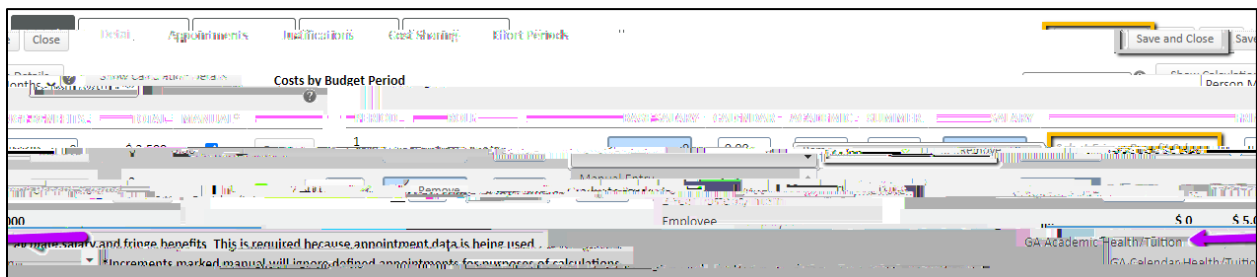
- x Since the Workday appointment is pulled in as calendar for all named Graduate Assistants, you will need to manual override the appointment. Click the manual button for each budget period.



- x Go to Details tab, enter 0 for the base salary, enter effort as academic or summer and enter requested salary.



- x In Fringe Benefits column, click select fringe benefit scheme and choose the GA Academic Health/Tuition or GA Summer Health/Tuition based on the effort chosen. In the scenario below, we are using the GA Academic. Click Save and Close.



- x Under the Non-Personnel section of the budget, you will see the Tuition Remission amount populated.

	TUITION REMISSION	SHORT FORM	PERIOD 1	PERIOD 2	TOTAL	
Detail	Tuition Remission		\$ 950	\$ 950	\$ 1 900	Remission