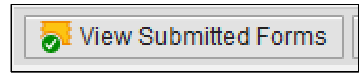
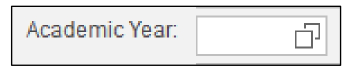
GSAS View Submitted Forms

1. MyUK → Enterprise Services → Workflow → Graduate School Appt Form

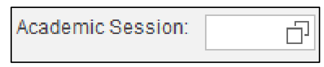
2. Click on the View Submitted Forms button



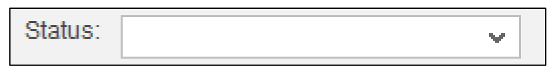
3. Enter an Academic Year



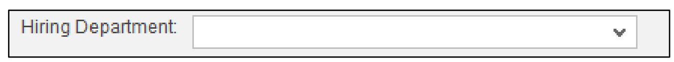
4. Enter an Academic Session



5. Select a Status (approved are completed GSAS):



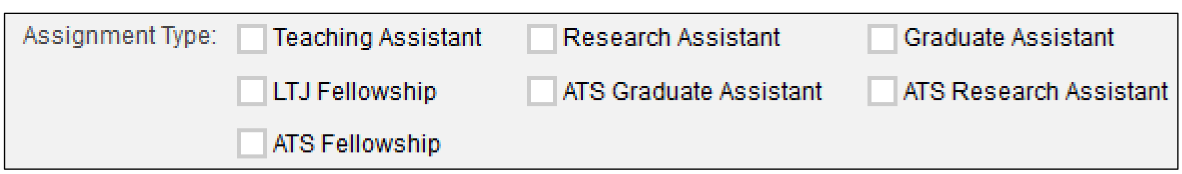
6. Hiring Department, you may have 3 options.



   a. If you are only assigned one department it will auto populate

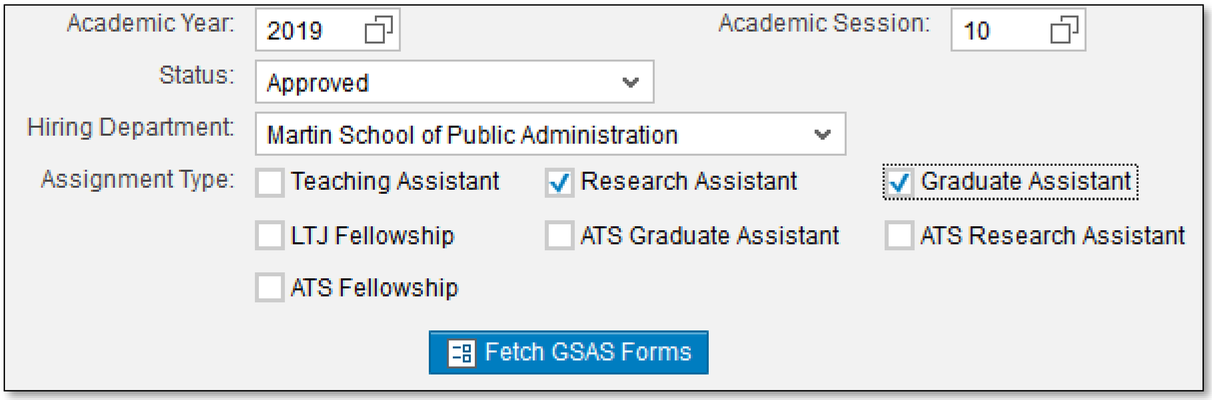
   b. If you have multiple departments, you can individually report on each one

   c. If you have multiple departments, leave this field blank and it will populate all of your departments.



RA's and GA's are the only two appointments the Graduate School issues invoices for please check both assignment types.

EXAMPLE:



7. Click the Fetch GSAS Forms Button.

Part 2:

In the lower view screen, the RA and GA students have populated for the Fall 18 semester.

GSAS No.	Student Number	Student Name	Year	Session	Type	Start Date	End Date	Status	Create Date
123456789	10234567	Snow, John	2019	10	Research Assistant	08/19/2018	12/30/2018	Approved	08/21/2018
123456788	10234568	Watson, Emma	2019	10	Research Assistant	08/19/2018	12/22/2018	Approved	08/21/2018
123456787	10234569	Bond, James	2019	10	Research Assistant	08/19/2018	12/22/2018	Approved	08/21/2018

1. On the top right-hand side of the view table is a Tool Man button

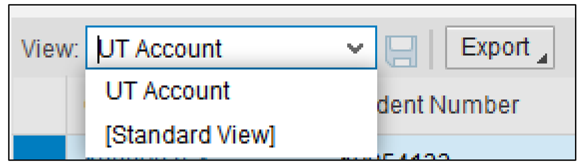
2. Clicking on the tool man opens a view settings options screen. Please Add and Remove view field for your reporting needs. For the below example, I removed the start date, end date, status and create date. I then added the aid amount, UT account, UT % alloc., UT account 2, and UT % Alloc 2.

GSAS No.	Student Number	Student Name	Year	Session	Aid Amount	UT Account	UT % Alloc.	UT Account 2	UT % Alloc. 2	Type
123456789	10234567	Snow, John	2019	10	6,286.00	9999999999	0.00		0.00	Research Assistant
123456788	10234568	Watson, Emma	2019	10	6,286.00	1012063340	100.00		0.00	Research Assistant
123456787	10234569	Bond, James	2019	10	6,286.00	1012063340	100.00		0.00	Research Assistant
123456786	10234560	Crawford, Joan	2019	10	1,368.37	1012063340	100.00		0.00	Research Assistant

a. If you are going to use this view regularly, in the Tool Man settings, click the Save As Button, when the popup box displays enter a description for this view report (I used UT Account). You may also select Initial View by adding a check to the box, if this is the first report you would like to see.

b. Click Ok

3. The table will populate to the view we just created with the directions above.
4. However, the next time you log in to the GSAS view screen:
   a. The saved layout(s), can be quickly access by going to the top left hand corner of the view table is a field: View [Description Name] a save button, and Export Button. *Please note: the saved layout only affects the table portion of the view screen, not the data entered at the top.*



   b. You may choose the standard system view or your personal created view(s). For the example below, I am going to click the UT Account layout we just created.
   c. *Hint: if your created views do not immediately populate, toggle to the standard view, then back to your created view.*
5. The Workflow table allows you to view but not edit account and allocation percentages.
6. Inside the table, to view/edit individual GSAS records click the GSAS number.

You will need to open each record to update the UT account and percentage allocation.

7. You also have the option to export to an excel spreadsheet to view change the information.

GSAS No.	Student Number	Student Name	Year	Session	Type	UT Account	UT % Alloc.	UT Account 2	UT % Alloc. 2	Aid Amount
100(	1	Rivers, Joan	2019	10	Research Assistant	3200001510	100.00		0.00	6,286.00
100(	1	Wick, John	2019	10	Research Assistant	3200001510	100.00		0.00	1,368.37
100(	1	Elba, Idris	2019	10	Graduate Assistant	1013184630	100.00		0.00	6,286.00
100(	1	Cumberbatch, Benedict	2019	10	Graduate Assistant	1013183880	100.00		0.00	6,286.00
100(	1	Custardhatch, Bernard	2019	10	Graduate Assistant	1013183880	100.00		0.00	6,286.00
100(	1	Canardsnout, Barthomolew	2019	10	Graduate Assistant	1013183880	100.00		0.00	6,286.00
100(	1	Centurionwitch, Bayek	2019	10	Graduate Assistant	1013183880	100.00		0.00	6,286.00