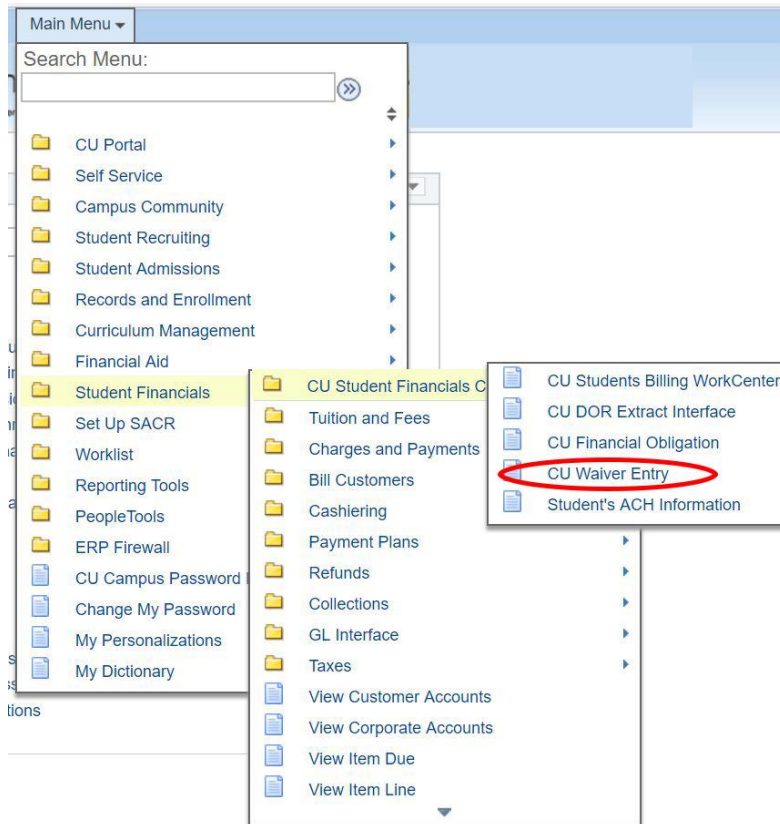


# Getting to the CU Waiver Entry Screen

## Step 1

After the first tuition waiver **calculation** and the student has **registered for classes**, the waiver can be viewed in **View Customer Accounts**



## Getting to the CU Waiver Entry Screen

When logged into CU-SIS, click:

- Main Menu
- Student Financials
- CU Student Financials Customs
- CU Waiver Entry

# ID or first & last name

## Step 2

### CU Waiver Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

#### ▼ Search Criteria

ID begins with ▼

1011\*\*\*\*\*

Campus ID begins with ▼

National ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 800): 300

Enter the student's **ID** number OR their **first and last name**.

Click **Search**.

Search

Clear

Basic Search



Save Search Criteria



Bursar's Office

UNIVERSITY OF COLORADO BOULDER

Multiple Departments Entering RA/TA Waivers  
Revised 8/2018

Page 2 of 7

# Add a New Row

## Step 3

You will need to add a new waiver page, known as a row, by selecting the "+" button on the right.


***Do not attempt to overwrite a previous waiver entry row. ALWAYS add a new row.***

CU Waiver Entry

[Find](#) | [View All](#) First 1 of 1 Last

Billing Career: GRAD

Institution: CUBLD CU Boulder

\*Term: 2187  Fall 2018


TA Oper ID:



TA Percentage

RA Oper ID:

RA Percentage

Payroll ID:

Effective Date 07/13/2018 

**Tip:** Click **View All** to see a history of all entries.

Click **“+”** to add a **new row**. You will enter the waiver information in this new row.

# Enter the Term

## Step 4

Now, you will enter the new waiver information into this new row. Begin with the **Term**:

**2207 - Fall 2020**

**2211 - Spring 2021**

Find | View All First 1 of 1 Last

Billing Career: GRAD Enter the new term.  
Institution: CUBLD CU Boulder

Find | View 1-4 of 4 First Last

\*Term: 2187 Fall 2018 Effective Date 08/21/2018

TA Oper ID:   
TA Percentage:   
RA Oper ID: Smith123456  
RA Percentage: 50.000  
Payroll ID: 654321

DO NOT change the effective date.  
This date should always be the date you are entering the information.

When you add a new row ("+"), the information from the previous row will automatically copy into this new row.

\*Term: 2187 Fall 2018 Effective Date 07/13/2018

TA Oper ID:   
TA Percentage:   
RA Oper ID: Smith123456  
RA Percentage: 50.000  
Payroll ID: 654321



# Enter the new waiver information

## Step 5

CU Waiver Entry

Find | View All First 1 of 1 Last

Billing Career: GRAD  
Institution: CUBLD CU Boulder

Find | View 1 First 1-3 of 3 Last

\*Term: 2191 Spring 2019 Effective Date 07/19/2018

TA Oper ID:   
TA Percentage   
RA Oper ID:   
RA Percentage   
Payroll ID:

**Entering a TA, GA, or GPTI waiver:**

- enter your operator ID in the **TA Oper ID** field
- enter the percentage of appointment in the **TA Percentage** field

**Entering an RA waiver:**

- enter your operator ID in the **RA Oper ID** field
- enter the percentage of appointment in the **RA Percentage** field

**Tip:** If the student has a percentage appointment with a decimal point, *round down to the closest whole number*. Example: 25.5% should be entered as 25%.



# Example Scenario 1: Two Different RA Waivers

Use the same method for two different TA Waivers

Student has an RA waiver from another department and you want to add a second RA waiver from your department.

- Complete **Steps 1 - 4**.
- Enter **your RA Oper ID** by overwriting the previous RA Oper ID. Both will be stored as a historical record.
- **Add** the percentage of the appointment from your department to the percentage already displayed and enter the total percentage amount in the **RA Percentage** field.
- Click **Save**.

CU Waiver Entry

Find | View All First 1 of 1 Last

Billing Career: GRAD  
Institution: CUBLD CU Boulder

Find | View 1 First 1-3 of 3 Last

\*Term: 2191 Spring 2019 Effective Date 07/19/2018

TA Oper ID:   
TA Percentage:

RA Oper ID: WXYZ123456  
RA Percentage: 35.000

Payroll ID:

Enter your **RA Oper ID** by overwriting the previous. Both will be stored as historical record.

% of your department + % already displayed (another department) = Total % amount to enter in **RA Percentage** field

Save Return to Search Notify Refresh Update/Display Include History Correct History



# Example Scenario 2: RA Waiver & TA Waiver

## Or vice versa

Student has an RA waiver from another department and you want to add a TA waiver from your department (or vice versa)

- Complete **Steps 1 - 4**.
- If the student has an RA waiver already and is working as a TA for your department (or vice versa), you will enter the RA or TA Oper ID and Percentage in the same new row (that you created in Step 3).
- Do not change the RA or TA Percentage given by the other department.
- Click Save.

CU Waiver Entry

Find | View All First 1 of 1 Last

Billing Career: GRAD  
Institution: CUBLD CU Boulder

Find | View 1 First 1-3 of 3 Last

\*Term: 2191 Spring 2019 Effective Date 07/19/2018

TA Oper ID:	NEWW4321
TA Percentage	20.000
RA Oper ID:	WXYZ123456
RA Percentage	35.000
Payroll ID:	

**Your Department's TA waiver**  
To enter your department's TA waiver, enter your **TA Oper ID** and the **TA Percentage**.

**Other Departments's RA waiver**  
Another department has already added this student's RA waiver. *If you are entering a TA waiver, do not change this information.*

Save Return to Search Notify Refresh Update/Display Include History Correct History