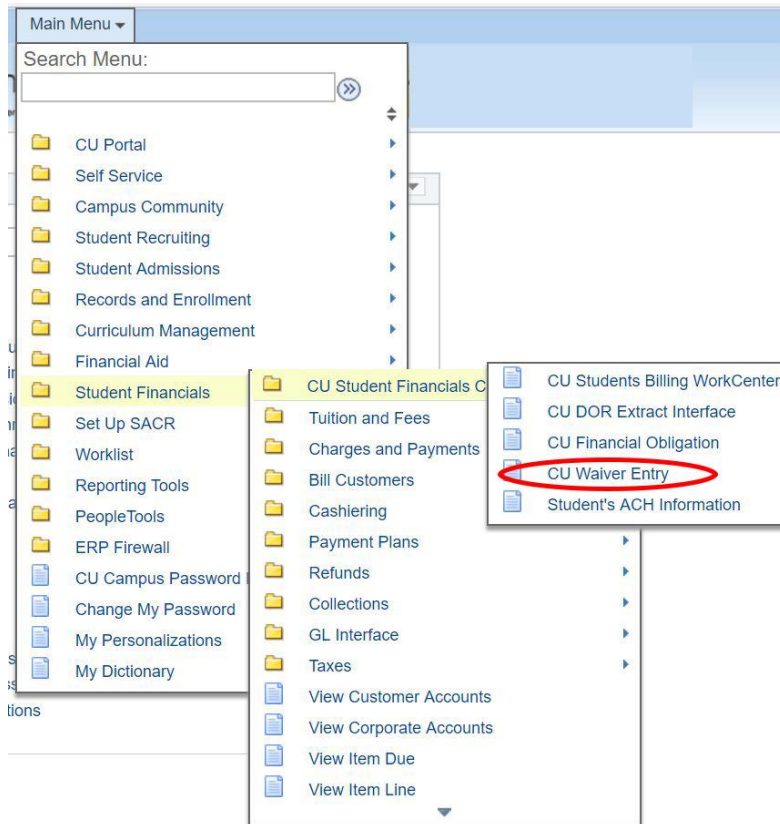


Getting to the CU Waiver Entry Screen

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

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

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):

Click **Search**.

Search

Clear

Basic Search 

Save Search Criteria



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 

Find [View All](#) First 1 of 3 Last

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

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



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 First 1-4 of 4 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



Delete or edit waiver entries

Step 5

Delete or edit entries in the **Oper ID** or **Percentage** fields as needed.

Tip: Two entries cannot be entered on the same Effective Date. Therefore, you cannot change an appointment on the same day an appointment is entered. You will need to wait until the next business day to make adjustments to appointments.

Remember to 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:
RA Percentage:
Payroll ID:

Delete or edit all entries in the fields listed.

Tip: Two entries cannot be entered on the same Effective Date. Therefore, you **cannot** change an appointment percentage **on the same day** an appointment is entered. You will need to wait until the next business day to make adjustments to appointments.

If a student has a waiver from your department and another department, **only delete the information for your department**.

If a student has two of the same type of waiver from different departments (**2 RA waivers or 2 TA waivers**), you will need to **calculate** the appropriate percentage: Subtract the waiver you are deleting from the current waiver, and then enter this new percentage amount.