

GFS Users Forum

Mid-Quarter Changes: Thinking Through a Problem

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Panelists

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Agenda

- A few relatively “simple” fixes
- Increasing/decreasing amount of support
- Bigger Problems
 - Changing salary to stipend (or vice versa)
 - Anything that touches TAL

But First . . .

- Nothing being presented here takes the place of:
 - Good communication
 - Appropriate training

Nothing works better than doing it right the first time, but sometimes reality gets in the way.

One More Disclaimer. . .

- A particular mid-quarter problem that we're working on:
 - The mid-quarter conversion of a Stanford graduate student to Postdoc status

Routine Changes

- Recalling an Aid Line from Workflow
- Changing Aid Year Activation (Don't forget!)
- Changing multiple-quarter lines (Cancel vs. terminate)
- Changing a PTA

To Journal or Not to Journal?

After aid has been disbursed:

	Graduate	Postdoc
Fellowship Stipend	Automatic Journal	iJournals
Salary/Assistantship*	Labor Distribution Adjustment	Labor Distribution Adjustment
TAL	Automatic Journal	Automatic Journal

* Note: Special handling may be required when switching between Research/Teaching Assistantship or Postdoc Contingent/RAF pay

Requesting Pay

If aid is *increased* after the initial disbursement:

	Graduate	Postdoc
Fellowship Stipend	Automatic payment from SFS	Send HelpSU to Payroll to request pay
Salary/Assistantship	Will Call Check: GFS Off-Cycle Check Webform Add to Next Paycheck: One Time Payment Form	Will Call Check: GFS Off-Cycle Check Webform Add to Next Paycheck: One Time Payment Form

Note: Entry of aid after the first payroll deadline of a quarter can result in ineligibility for the health insurance subsidy, student account late fees and the inability to enroll in a payment plan.

Requesting Repayment

If aid is *decreased* after the initial disbursement:

	Graduate	Postdoc
Fellowship Stipend	Automatic bill from SFS	Send HelpSU to Payroll for repayment amount Request check payment from the postdoc
Salary/Assistantship	Send HelpSU to Payroll for repayment amount Request check payment from the student or submit a One Time Payment Form to reduce the next regular paycheck(s)	Send HelpSU to Payroll for repayment amount Request check payment from the postdoc or submit a One Time Payment Form to reduce the next regular paycheck(s)

Salary Indicators

- Compensation for work performed (teaching or research)
- “Employer-employee” relationship
- Paid through Payroll, taxes withheld
- Limits on hours worked (Stanford policy, visa requirements)



Stipend Indicators

- Financial aid to provide an allowance for living expenses
- No services/work required
- Paid through SFS, no taxes withheld



Salary vs. Stipend: Getting It Right the First Time

- Review funding source documents
- Be careful with anticipated funding

Don't Guess!

Consult your Resources!

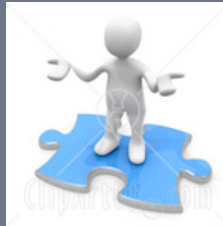
Change is Confusing

- Even with your best efforts, your student may encounter:

Out-of-Pocket Tax Expenses

Multiple Student Bills

Complex Tax Returns



Change Mechanics: Retroactively Changing Salary to Stipend

- Correct GFS Aid Entries
- Request a salary repayment calculation from Payroll via HelpSU
- Await fellowship disbursement to student
 - Postdocs only: Request fellowship check from Payroll
- Collect salary repayment check from the student and deliver it to Payroll

Change Mechanics: Retroactively Changing Stipend to Salary

- Correct GFS Aid Entries
- Request a payment of unpaid salary from Payroll by submitting a GFS Off Cycle Check Webform
- Direct student to repay stipend
 - Graduates: Will receive a bill from SFS
 - Postdocs: Collect stipend repayment check from the student and deliver it to Payroll

Tax Withholding Considerations

- Salary payments are subject to withholding; stipend payments generally are not
- When a student is moved from stipend to salary, the net pay received from the salary payment may be less than the stipend amount that must be repaid.
 - Graduates: Subject to federal/state withholding taxes
 - Postdocs: Subject to federal/state withholding taxes, FICA and VDI

Crossing Tax Years

- W-2 Forms cannot be adjusted to reflect a repayment of salary from a prior tax year
- When repayments cross tax years:
 - Students have excess reportable income in the year of transition from salary/stipend
 - The additional income is taxable for the student; s/he must make a tax return adjustment to subtract the amount of the repayment

Mastering TAL

- How TAL is affected whenever an assistantship line is changed
- Recalc'ing TAL
- Changes after a TAL Override