

GFS POLICY RESOURCES

Policy Manual

The GFS Policy Manual is available online at <http://gfs.stanford.edu>

Policy Questions

For assistance with policy questions, contact Nancy Child or Ann George:

- Nancy Child: nancy.child@stanford.edu or 725-8272
- Ann George: Anngeo@stanford.edu or 723-9721

Postdocs

Postdoctoral Affairs

<http://postdocs.stanford.edu>

Overview: Administering Postdoc and Non-Matric Fellowship Pay

http://fingate.stanford.edu/staff/payadmin/adminPay_postdoc.html

Monthly Postdoc Fellowship Deadlines

http://fingate.stanford.edu/staff/payadmin/res_jobaid/postdoc_deadline.html

Graduate Financial Support Mailing Lists

There are two GFS mailing lists: gradfinsupport which is used to send GFS information to all GFS administrators, and gfsfinancialapprovers which is used to send GFS information to GFS Financial Approvers. To subscribe to either of the mailing lists:

1. Go to <http://mailman.stanford.edu>
2. Scroll to the bottom of the page, and enter the name of the list and press Go To Subscriber Page
3. Follow the instructions

PEOPLESOFT GFS RESOURCES

Manuals and Job Aids

The GFS Read Only and the GFS Entry materials are available online at the PeopleSoft Learning Center. Go to <http://learnps.stanford.edu> and follow the instructions.

GFS Job Aids are available online at the PeopleSoft Learning Center. Go to

<http://learnps.stanford.edu> and follow the instructions.

Job Aids related to GFS reports are located in ReportMart1, at <http://reportmart1.stanford.edu>.

Open the Graduate Financial Support folder, and then open the GFS Job Aids folder. (You can also link to related job aids from within selected reports.)

Required GFS Training

GFS Entry access:

GFS Entry users are required to take the following three training classes:

1. Classroom class: GFS Policy (**AS-9035**, offered monthly; register via STARS (login to <https://axess.stanford.edu> and click the “Training” tab).
2. Online Training module: [PeopleSoft Concepts and Compliance](#)
3. Online Training module: [GFS Entry](#)

It is recommended that users take the GFS Policy class **before** taking the GFS Entry online training module. PeopleSoft Concepts & Compliance may be taken any time before taking the GFS Entry training.

GFS Home Department Approver:

GFS Home Department Approvers users are required to take the following three training classes:

1. Classroom class: GFS Policy (**AS-9035**, offered monthly; register via STARS (login to <https://axess.stanford.edu> and click the “Training” tab).
2. Online Training module: [PeopleSoft Concepts and Compliance](#)
3. Online Training module: [GFS Read Only](#)

It is recommended that users take the GFS Policy class **before** taking the GFS Read Only online training module. PeopleSoft Concepts & Compliance may be taken any time before taking the GFS Read Only training. Note: If a GFS Home Department Approver also has the GFS Entry role, the GFS Read Only is not required.

GFS Read Only access:

GFS Read Only users are required to take two online training modules:

1. Online Training module: [PeopleSoft Concepts and Compliance](#)
2. Online Training module: [GFS Read Only](#)

GFS Financial Approver:

[Cost Policy and Chart of Accounts](#) (**ORA-1101**)

This training may be taken either online or in a classroom class.

GFS Item Type Requestor:

1. Online Training module: [PeopleSoft Concepts and Compliance](#)
2. [Cost Policy and Chart of Accounts](#) (**ORA-1101**)

This training may be taken either online or in a classroom class. The process of requesting GFS Items Types is done in GFS.

PeopleSoft v9 Search and Favorites

<https://www.stanford.edu/dept/as/sandhr/learnps/favorites.html>

HelpSU

<http://helpsu.stanford.edu>

For GFS, select Administrative Applications, PeopleSoft GFS

For ReportMart1, select Administrative Applications, ReportMart1

For ReportMart3, select Administrative Applications, ReportMart3

For Student Accounts, select Student Services, University Bill/Student Account

For Payroll, select Central Office Issues, Payroll question

FINANCIAL INFORMATION

Payroll Deadlines

http://fingate.stanford.edu/staff/payemployee/res_jobaid/payroll_schedule_deadline.html

Student Financials for Department Users

The Student Account for Departmental Use online training is available at the PeopleSoft Learning Center. Go to <http://learnps.stanford.edu> and follow the instructions. Learn to use the Student Account Summary page to inquire on student charges, financial aid, GFS, refunds, payment plans, and Unapplied Aid. This online training fulfills the training requirement for access to Student Account Information.

All PeopleSoft Functions

The PeopleSoft Concepts and Compliance online training is available at the PeopleSoft Learning Center. Go to <http://learnps.stanford.edu> and follow the instructions. Learn about the PeopleSoft systems, the Family Educational Rights and Privacy Act (FERPA), and the Gramm-Leach-Bliley (GLB) Act. This online training is required to be completed by all new users of the PeopleSoft systems; and it is also a prerequisite to all other PeopleSoft training.

Tuition Allowance on Expenditure & Fund Reports

https://docushare.stanford.edu/Get/File-35626/Tuition_Allowance.doc

Includes information about how Tuition Allowance payments are originated in GFS and passed to Oracle.

Financial Reports – Expenditure/Revenue/Operating Statements

<http://ora.stanford.edu/expenditure/default.asp>

Includes tools and materials to assist in understanding and reconciling expenditure reports.

Reference Code Table

http://ora.stanford.edu/expenditure/supporting_files/RefCodeTable.xls

Identifies sources of Oracle transactions.