# Fellowship Award Changes

**Effective Date:**   January 7, 2016

**Function:**   Labor Distribution

**Contact:**   Kathy Shattuck

## Basis for Procedure

Updating an existing fellowship award payment record differs from creating a new fellow record because a payment history exists for the individual. Therefore, when updates (increases or decreases) are made to the fellowship amount received, or the time period of the fellowship payment, the history of the fellowship award payment record must be reviewed prior to changes being made.

## Procedure Summary

This procedure provides instructions for updating an existing fellowship award payment record when changes occur to a fellowship award or a new fellowship award is received. For instructions on entering a new Fellow record, Refer to Process help instruction Enter a Fellow.

Fellowship payments are made by assigning the following earnings elements to the individual's payment record: Stip Fel NQual 1, 2, through 7. Element assignment is based on the number of fellowship awards the individual has received. For example: Stip Fel NQual 1 is used for the first fellowship award, 2 for the second, and then 3 the third etc.

## Procedure

### Inactive Fellow Records Receiving a New Fellowship Award

An "inactive" fellowship payment record means that the individuals' assignment record is currently in a terminated status and the last fellowship award period has ended. When a fellowship payment record is "inactive" and an individual receives new fellowship award funds, these award funds can be added to the existing fellowship award amount.

The steps below outline how to process these situations:

1. Date track to the beginning date of the new award.
2. Query to the find the fellowship assignment record and change the status to 'Active.'
3. Find the existing Stip Fel NQual earnings element and select Entry Values.
4. Add the new award value to the existing value (e.g., existing value $5000 + new award value $2500= $7500 total award value.
5. Change the end date to reflect the new award end date.
6. If a system retro is required, select Yes in the Retro Required field. If a system retro is not required, go to step 8.
7. Enter the retroactive begin and end dates.
8. Save information.
9. After the retroactive payment process runs overnight, run a Quick Pay to verify the biweekly payment.
10. **Important!** Delete the Quick Pay.
11. Check the preliminary payroll reports.

### Active Fellow Record Changes (Award Amount or Effective Date)

An "active" fellowship payment record means that the individuals' assignment record is currently in an active status and the current fellowship award period is still effective. When a fellowship payment record is "active" and an individual receives additional fellowship award funds, these funds can be added to the existing fellowship award amount. In addition, when a fellowship payment record is "active" and an individual receives an effective date change, these changes should be made to the existing fellowship payment record.

### Effective Date Changes

If the effective dates for the fellowship award has been changed (extended or shortened), the dates in the earnings element must be amended to reflect the new effective date.

**Increasing a Fellowship Payment Record**

If the increase is processed prior to the start date of the additional funds:

1. Query to the find the current Stip Fel NQual earnings element.

2. Add the additional value to the current value.

3. Save information.

4. Run a Quick Pay to verify the increase to the biweekly payment.

5. **Important!** Delete the Quick Pay.

6. Check the preliminary payroll reports.

   If the increase is not processed prior to the start date of the additional funds, then a retroactive payment is required:

7. Date track to the change date.

8. Query to the find the current Stip Fel NQual earnings element.

9. Add the additional value to the current value.

10. Select Yes in the Retro Required field.

11. Enter the retroactive begin and end dates.

12. Save information.

13. After the retroactive payment process runs overnight, run a Quick Pay to verify the increase to the biweekly payment.

14. **Important!** Delete the Quick Pay.

15. Check the preliminary payroll reports.

**Decreasing a Fellowship Payment Record:**

On occasion, an award value may need to be decreased without changing the effective begin and end dates. The system will automatically calculate a new biweekly payment based what has already been paid and what still needs to be paid.

1. Query to the find the current Stip Fel NQual earnings element.

2. Date track to the current pay period.

3. Reduce the current value to the new value.

4. Save information.

5. Run a Quick Pay to verify the reduction to the biweekly payment.

6. **Important!** Delete the Quick Pay.

7. Check the preliminary payroll reports.

**Early Termination of Fellowship Awards**

If the original fellowship award period is being termed prior to the original end date, the award value must be amended to reflect the new end date.

1. From the last Statement of Earnings, determine what the fellow has already been paid.

2. Calculate the number of pay periods remaining until the new award end date.

3. Multiply the number of remaining pay periods by the normal biweekly value to determine what remaining monies need to be paid.

4. Query to the find the current Stip Fel NQual earnings element.

5. Add the value of what was paid to the value of what remains to be paid. This value will be the new award amount.

6. Change the original award value to the new value.

7. Change the original award end date to the new award end date.

8. Run a Quick Pay to verify the change to the biweekly payment.

9. **Important!** Delete the Quick Pay.

10. Check the preliminary payroll reports.

    Example: Original award $19,500 until 6/24/05

    New end date 4/1/05

    Already paid $14,500 (from last Statement of Earning)

    Normal biweekly pay = $355.00

    6 pay periods remaining

    6 pay periods x $355 = $2,130.00

$14,500.00 already paid

+ 2,130.00 to be paid

$16,630.00 new award value

**Discrepancies in Quick Pay or Preliminary Payroll Run Results**

If the Quick Pay results or the Preliminary Payroll Reports do not reflect the correct payment, then review either the Entry History or the ITD (Inception-to-Date) Balance to see if a prior manual retro element exists in the history. Manual retro payments are not included in the balance totals in the Stip Fel NQual element award value. Therefore, the ITD Balance will not account for this manual payment. Operating locations must add any past manual retro payments to the current running award value in order to pay the fellow correctly.

**Reviewing the Entry History**

1. Query to the find the fellow record.

2. From the Assignment page, select the Others tab and scroll to find Entry History.

3. In the classification field, type "Supplemental Earnings."

4. Enter dates in the From and To fields.

5. Place cursor in Element Name field.

6. Select Query > Find All.

7. Select the prior manual retro elements and record the value for each.

8. Add this value to the new award amount. Note: For detailed instructions, review the section in this document: Increasing a Fellowship Payment Record.

**Reviewing the ITD Balance**

1. From your HR Responsibility navigator menu, select View.

2. Select Assignment Process Results.

3. Enter the employee ID number.

4. Select the last pay date from the List of Values or enter the last 'Pay Period Number' and 'Year' to narrow the search.

5. Select Find.

6. In the Type column, place the cursor in the Run field.

7. Select Message.

8. The ITD Balance will now be displayed. Verify the amount already paid to the employee, including any manual retro payments. If it is less than the existing fellowship award amount, then add any prior manual retro payments to the new fellowship award amount Then, follow the steps in the section: Increasing a Fellowship Payment Record.

**Monitoring Changes to Fellow Records**

The RF Detail Control Register Full Report and KBACE Payroll Activity Totals Report should be reviewed prior to the payroll run to ensure that the record was properly updated and to verify that the retro payment is correct.

## Definitions
None

## Related Information
None

## Forms
None

## Change History

| Date | Summary of Change |
|---|---|
| January 7, 2016 | Removed reference to work instruction, added process help, updated with new stipend elements 5-7. |
| March 9, 2005 | New document. |

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