

Welcome & Thank you for Attending



**Income Accounting
and Student Loan
Services**

On-Line Tuition Authorizations

Agenda

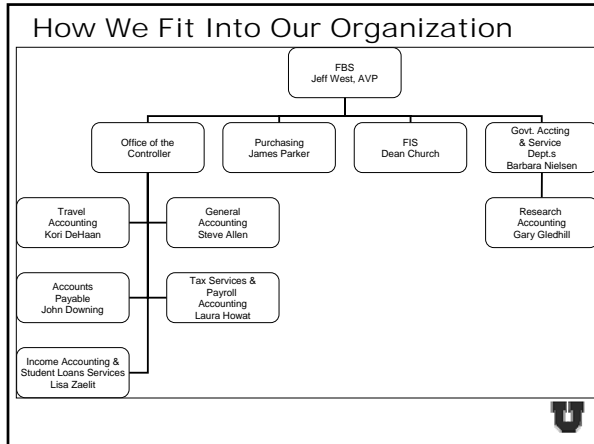
- Course Objectives
 - Contact Information
 - CIS Access
 - Getting Started
 - *A View of Department Tuition Authorization Screen*
 - Posting Tuition Authorizations
 - Audit and Approvals
 - *Department Tuition Authorization Report Screen*
 - Questions, Comments, Concerns
- Total Course time: 60 Minutes



Course Objectives

- After course, participants will have access and be prepared to:
 - Process Online Tuition Authorizations
 - Monitor All Tuition Authorizations Posted To Department Org ID
 - Make Changes To Authorizations As Needed
 - Audit Entries/Changes






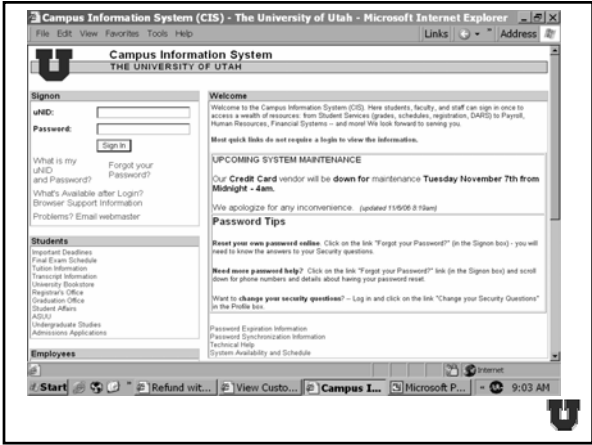
- ### The Functions Of Income Accounting & Student Loan Services
- Process tuition payments.
 - Receipt various payments for students, loan, insurance, and miscellaneous payments for customers.
 - Process student loans and send refund checks.
 - Process bank transactions.
 - Bill students and third parties for tuition, and borrowers for various loans and dishonored checks.
 - Cash checks for students, staff, and faculty.
 - Sell and disburse travelers checks to staff and faculty.
 - *Prepare, bank, and book departmental deposits, for most of the campus.*

- ### Contact Information
- Brenda Borg – 585-5738
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 - Lillian Lambert – 581-3132
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 - Steffany Forrest – 581-3137
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 - Lisa Zaelit – 581-3968
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CIS Access: Getting Security


- *Employee processing online tuition authorizations must have access to CIS.*
- Authorized employees must provide to Income Accounting & Student Loans their:
 - Employee ID #
 - Phone Number
 - Valid e-mail address
 - Department ORG ID
 - List of chart fields





Getting Started

- *Once Security is approved:*
- Employee will sign on to CIS system.
- Select employee tab.
- Select "Department Tuition Authorization", under Student Financials.



Viewing All Student Questions

- Click onto “Show Questions” to view the answers for all of the students you have listed.





Audit and Approval

- Reports need to be printed, signed and submitted to Income Accounting & Student Loans twice a term.
 - First: Two weeks after tuition due date.
 - Second: At the end of term.
- The department approver is responsible to ensure that the information on the list is valid and accurate.
- The completed/signed signature page will be compared to the date time stamp on file, to confirm no changes have been made, before the final approval will be accepted.



THE UNIVERSITY OF UTAH HELP

EMPLOYEE INFORMATION SYSTEM

tuition authorization >>> STEFFAN F FORREST

Fall 2006

Student ID and Name	Chargefield	Amount	Percent
	01-00078-2000-00407-66900	1.00	--
	01-00095-2000-00457-66700	1500.00	--
	01-00095-2000-00454-66700	2500.00	--
	01-00095-2000-00454-66700	85.00	--
	01-00095-2000-00454-66700	85.00	--
	01-00095-2000-00457-66700	2500.00	--
	01-00095-2000-00454-66700	85.00	--
	01-00095-2000-00454-66700	79.00	--
	01-00095-2000-00454-66700	85.00	--

By my signature, I verify that the above students are approved to receive a tuition authorization from this department to pay for their tuition and fees.

Name of department chair _____ Signature of department chair _____ 17-Nov-2006 11:47:42 AM

Name of dean _____ Signature of dean _____ 17-Nov-2006 11:47:42 AM

-- >>> BACK TO LOGIN >>> --

Questions
Comments
Concerns

