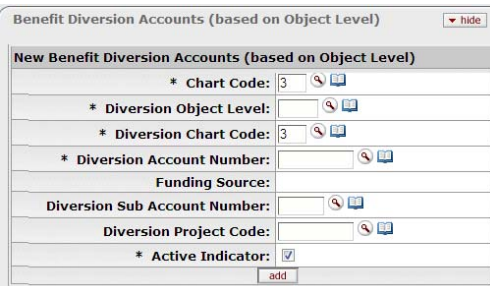


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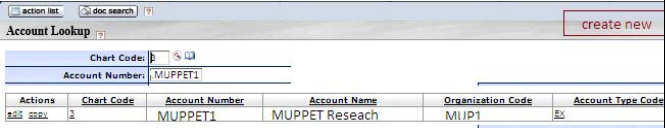
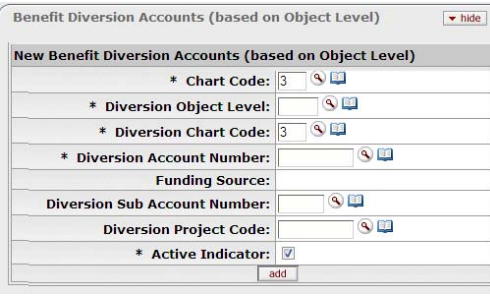
NRST Diversion Process Map

Step	Action	Resources/Examples/Web Sites
	<p align="center">Considerations</p> <p>It is the department's responsibility to initiate the Non-Resident Supplemental Tuition (NRST) diversion when the terms and conditions of the funding source require the graduate student to be hired as a GSR <u>and</u> the funding source prohibits NRST remission as an allowable charge.</p> <p>Diversion can be initiated in one of two ways at the departmental level:</p> <ol style="list-style-type: none"> 1.) Benefit Diversion contained in the KFS Account setup document, or 2.) The Graduate Studies Substitute Nonresident Supplemental Tuition Remission Request form found on our website. 	<p>Budget and Institutional Analysis</p> <ul style="list-style-type: none"> • Graduate Student Fees and Tuition <p>Funding Agency Documentation</p> <ul style="list-style-type: none"> • The need for a diversion is predicated on the terms and conditions of the funding source. • Read and understand the terms and conditions of the funding source to determine if and when diversions are necessary. <p>Accounting & Financial Services (A&FS)</p> <ul style="list-style-type: none"> • Benefit Diversion Account – Instructions • Kuali Financial System (KFS) <p>Office of Graduate Studies (OGS)</p> <ul style="list-style-type: none"> • NRST Policy Information • Substitute Nonresident Supplemental Tuition Remission Request • Graduate Student Policies
1a.	<p>KFS Account - Benefit Diversion Accounts</p> <p>Please refer to the A&FS Benefit Diversion Accounts website for a detailed explanation of the diversion processes when using the KFS Account setup document as the primary mechanism for benefit, graduate level fee and graduate level NRST remission diversions.</p> <p>KFS access is restricted to authorized users. Contact your department accounting staff for assistance.</p>	

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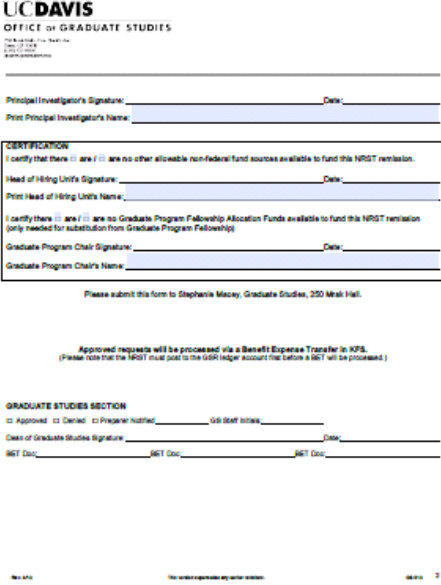
<p>1b.</p>	<p>Kuali - Main Menu Tab</p> <p>Select the "Account" option from the Chart of Accounts/Financial Accounting menu.</p> <p>In the Account Lookup screen, enter the preexisting account number. If setting up a new account, select "create new" account located on the top right section of the screen.</p> <p>In the "Actions" block, select "edit" to display the account properties for preexisting accounts.</p> <p>Scroll down the account document until reaching the "Benefit Diversion Accounts" block. Enter the object level(s) to be diverted.</p> <p>Example: Enter the "NRTR" object level if the diversion is for Non-Resident Supplemental Tuition (NRST).</p> <p>Reminder: NRST is a benefit of employment on GSR title code 3282. A diversion is only appropriate when the funding source expressly prohibits NRST as an allowable charge. Please refer to PPM on Tuition and Fee Remission hosted on the OGS website for additional clarification and examples.</p>	<p>Selected KFS Screen Prints for Reference with KFS Account - Benefit Diversion</p>  <p>Chart of Accounts</p> <p>Financial Accounting</p> <ul style="list-style-type: none"> Account Account Global Billing ID Organization Project Code Sub-Account Sub-Object Code Sub-Object Code Global  <p>Account Lookup</p> <p>Chart Code: 3 Account Number: MUPPET1</p> <table border="1"> <thead> <tr> <th>Actions</th> <th>Chart Code</th> <th>Account Number</th> <th>Account Name</th> <th>Organization Code</th> <th>Account Type Code</th> </tr> </thead> <tbody> <tr> <td>edit</td> <td>3</td> <td>MUPPET1</td> <td>MUPPET Reseach</td> <td>MUP1</td> <td>3</td> </tr> </tbody> </table>  <p>Benefit Diversion Accounts (based on Object Level)</p> <p>New Benefit Diversion Accounts (based on Object Level)</p> <p>* Chart Code: 3</p> <p>* Diversion Object Level:</p> <p>* Diversion Chart Code: 3</p> <p>* Diversion Account Number:</p> <p>Funding Source:</p> <p>Diversion Sub Account Number:</p> <p>Diversion Project Code:</p> <p>* Active Indicator: <input checked="" type="checkbox"/></p> <p>add</p> <p>There are four (4) different object levels that can be entered in the Object Level field:</p> <table border="1"> <thead> <tr> <th>Object Level</th> <th>Description</th> <th>Object Code</th> </tr> </thead> <tbody> <tr> <td>BENF</td> <td>Employee Benefits</td> <td>SUB6**</td> </tr> <tr> <td>GFEE</td> <td>Graduate Fee Remission</td> <td>8590</td> </tr> <tr> <td>GSHP</td> <td>Graduate Student Health Insurance</td> <td>8570</td> </tr> <tr> <td>NRTR</td> <td>Non-Resident Tuition Remission</td> <td>8970</td> </tr> </tbody> </table> <p>Note: Please refer to the A&FS Benefit Diversion Account website for a detailed explanation of the object level purpose. In this example, the object level we are focusing on is non-resident supplemental tuition remission - object level NRTR (object code 8970).</p>	Actions	Chart Code	Account Number	Account Name	Organization Code	Account Type Code	edit	3	MUPPET1	MUPPET Reseach	MUP1	3	Object Level	Description	Object Code	BENF	Employee Benefits	SUB6**	GFEE	Graduate Fee Remission	8590	GSHP	Graduate Student Health Insurance	8570	NRTR	Non-Resident Tuition Remission	8970
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<p>2a.</p>	<p>Graduate Studies Substitute Nonresident Supplemental Tuition Remission Request</p> <p>The preference is for the account to be setup with the benefit diversion account from the start using the KFS Account setup document (item 1 above). However, there are instances where that is not an option or notification of prohibited NRST is identified late into the GSR employment period.</p> <p>When the KFS Account setup benefit diversion is not an option, submit the Graduate Studies Substitute Nonresident Supplemental Tuition Remission Request.</p>	<p style="text-align: center;">Disclaimer</p> <p>Graduate Studies may only transfer nonresident supplemental tuition remission – object 8970. We do not have the access authority to move any other benefit level or benefit object.</p> <p>The data from the substitution document is used by Graduate Studies to enter a Benefit Expense Transfer (BET). The BET moves the NRST charge while leaving the salary and other allowed benefit charges on the originating account.</p> <p>Note to coordinators: Diversions, whether through KFS Account or BET documents will not be reflected in the GradTracks web report as these are not transacted in Banner. Therefore, graduate programs using GradTracks web reports for the purpose of tracking student activity will need to account for the additional expense as necessary. A shadow system such as an Excel spreadsheet is recommended.</p>
<p>2b.</p>	<p>Completing the Form</p> <p>This is a fillable form. The information requested is required to complete the transaction. Coordinators may need to work with payroll or accounting staff to acquire the payroll related information such as ID and DaFIS account information.</p> <p>Justification: The justification is a required field. Documents submitted without a valid justification will be declined. Please refer to PPM on Tuition and Fee Remission hosted on the OGS website for examples that merit a benefit diversion.</p>	

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<p>2c.</p>	<p>Signature Page</p> <p>The signature page is required for the request to be considered. The signatures represent the faculty with signature and expense authority of the benefit diversion account.</p> <p>In the case of program block grant funds, the signature is the Chair of the graduate group. Coordinators do not have signature authority but may provide guidance to confirm the availability and appropriateness of the receiving account.</p> <p>In the case of non-block grant funds, "Head of Hiring Department" is the department chair.</p> <p>The Graduate Studies Dean will evaluate the request and approve or deny the request. The person requesting the diversion will be notified of the outcome.</p>	 <p>The form is titled "UC DAVIS OFFICE OF GRADUATE STUDIES" and includes fields for Principal Investigator's Signature, Post Principal Investigator's Name, Head of Hiring Unit's Signature, and Graduate Program Chair's Signature. It also contains a "CERTIFICATION" section with checkboxes for funding sources and a "GRADUATE STUDIES SECTION" with checkboxes for approval status and fields for the Dean's Signature and dates.</p> <p>Please note that the NRST (object code 8970) must post to the GSR ledger account first before a BET will be processed.</p> <p>GSR appointments that are posted to PPS after the start of quarter will not be charged NRST until the last month of the quarter. Example: Winter GSR is posted to PPS in late January. The NRST will not be charged to the GSR account until March. In this case, the approved diversions will be initiated after the March NRST charge posts to the GSR account.</p>
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