## Contact Information

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary E-Mail:</strong></td>
<td><a href="mailto:ASFC@dartmouth.edu">ASFC@dartmouth.edu</a></td>
</tr>
<tr>
<td><strong>Submission E-Mail:</strong></td>
<td><a href="mailto:ASFC@dartmouth.edu">ASFC@dartmouth.edu</a></td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>(603) 646-2028</td>
</tr>
<tr>
<td><strong>Fax:</strong></td>
<td>(603) 646-3488</td>
</tr>
<tr>
<td><strong>Hinman Box:</strong></td>
<td>6050</td>
</tr>
<tr>
<td><strong>Website:</strong></td>
<td><a href="http://www.dartmouth.edu/~fincenter/arts-sciences/">http://www.dartmouth.edu/~fincenter/arts-sciences/</a></td>
</tr>
<tr>
<td><strong>Physical Address:</strong></td>
<td>Suite 308 Wentworth Hall</td>
</tr>
</tbody>
</table>
1. Guidelines: Step-by-Step

2. Workflow

3. Training and Hands-On

4. Next Steps
   a) New Students
   b) Existing Students

5. Q & A
### Graduate Student PASF workflow (typically beginning in MAY)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GRST Program Admins: Request Banner data from GRST</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Dean of Graduate Studies: Sends banner report to administrator</td>
</tr>
<tr>
<td>5</td>
<td>GRST Program Admins: Receives Banner data for entering new students or enters data from notice of new enrollment data.</td>
</tr>
<tr>
<td>6</td>
<td>E-mail PI or GRST Director for approval on student payroll</td>
</tr>
<tr>
<td>7</td>
<td>PASF: Enter Payroll Data</td>
</tr>
<tr>
<td>8</td>
<td>Paste approval e-mail text into PASF Notes section for PTAEO or GL (PI or PRog Dir)</td>
</tr>
<tr>
<td>9</td>
<td>GL or DF Acct (PTEAO go to 9x): Select Assistant Dean of Graduate Studies, Gary Hutchins, as Approver</td>
</tr>
<tr>
<td>10</td>
<td>If approval is granted, GRST Program Administrator will receive e-mail confirmation; if not, GRST Program Admin will receive rejection and response for resubmission</td>
</tr>
<tr>
<td>11</td>
<td>Approvals marks PASF ready for HRMS entry</td>
</tr>
<tr>
<td>12</td>
<td>ASFC: Enters payroll data from PASF into HRMS</td>
</tr>
<tr>
<td>9x</td>
<td>GRST Program Admins: Reminder: Need to paste PI e-mail approval into PASF note section</td>
</tr>
<tr>
<td>10x</td>
<td>List the following in preparer comments section: 1st Approver = Research Grant Manager as 2nd Approver = Assistant Dean of Graduate Studies as 2nd approver</td>
</tr>
<tr>
<td>11x</td>
<td>Select RGM as 1st approver (RGM will select ADGS as 2nd Approver)</td>
</tr>
<tr>
<td>12x</td>
<td>If approval is granted, PASF preparer will receive e-mail confirmation; if not, PASF preparer will receive rejection and response for resubmission</td>
</tr>
<tr>
<td>13x</td>
<td>Grant Manager: Review and approve or return for additional data</td>
</tr>
<tr>
<td>14x</td>
<td>If approval is granted, GRST Program Administrator will receive e-mail confirmation; if not, GRST Program Admin will receive rejection and response for resubmission</td>
</tr>
<tr>
<td>15x</td>
<td>ASFC: Marks PASF ready for HRMS entry</td>
</tr>
<tr>
<td>16x</td>
<td>ASFC: Enters payroll data from PASF into HRMS</td>
</tr>
</tbody>
</table>

### Graduate Student MISSING Social Security

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Assistant Dean of Graduate Studies: Received social security number from Department or OVIS</td>
</tr>
<tr>
<td>B</td>
<td>ASFC: PASF: Update Social Security data</td>
</tr>
</tbody>
</table>
A&S Graduate Student PASF Workflow (Personnel Action System Form)

Assistant Dean of Graduate Studies
- BANNER Data: YR1 student OR notice of new enrollment
- Sends report to GRST Admins
- Note #1
- May

Department/Program Administrator
- Contact ADGS for Banner Data (for entry or reconciliation)
- Email PI or Dir for payroll approval
- PASF: Enter payroll data
- Is this PTAEO chart string?
- Add Comment: "RGM as 1st Approver; ADGS as 2nd Approver" Select RGM as approver
- Select ADGS as Approver
- Originator notified, resubmit via PASF
- No

Research Grant Manager
- Approval Granted (RGM)?
- Yes
- Select ADGS as Approver
- No

Finance Center Senior Specialist
- HRMS: Enter PASF data
- PASF and HRMS Update
- B

Notes:
1. Process starts in May when graduate students are determined. In September, after students have enrolled, they then are given social security numbers by social security department
From: GRST Program Administrator NAME
To: GRST Program Administrator NAME
Subject: Payroll - Grad Student (Grant Name)

--- Forwarded message from Principle Investigator ---

>From: PRINCIPLE INVESTIGATOR NAME
>To: GRST Program Administrator NAME
>Subject: Payroll - Grad Student (Grant Name) - ACTION
>Date: 09 May 2012 15:54:05 -0400

I approve

-----Original Message-----
>From: GRST Program Administrator NAME
>Sent: 09 May 2012 10:54:05 -0400
>To: PRINCIPLE INVESTIGATOR NAME
>Subject: Payroll - Grad Student (DF or GL) - ACTION

Dear Dr. XXXXX,

Action(s): ACTION TYPE (new hire, change in account, end assignment, status change, revision, continuation…)
Name: JANE DOE
Org: (Department Name)
Salary: $/per month:
FTE/Hrs: hours/week
Subvention: XX%
Grant: XX%
Purpose Summary:

Do you approve the action stated above? If yes, please e-mail me the contents of this message return with your approval ("I approve"); if not, please e-mail me your revisions or explanation. If you have any questions, do not hesitate to contact me.

Thank you,
GRST Program Administrator NAME

--- End of forwarded text ---
From: GRST Program Administrator NAME
To: PRINCIPLE INVESTIGATOR NAME
Subject: Payroll - Grad Student (DF or GL)

--- Forwarded message from Principle Investigator ---

>From: PRINCIPLE INVESTIGATOR NAME
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Purpose Summary:

Do you approve the action stated above? If yes, please e-mail me the contents of this message return with your approval (“I approve”); if not, please e-mail me your revisions or explanation. If you have any questions, do not hesitate to contact me.

Thank you,
GRST Program Administrator NAME

--- End of forwarded text ---
Contact the ASFC to request Training Materials to Enter Graduate Students into PASF
Next Steps: PASF Entry 2012-13

- New Students
  - Administrators

- Existing Student Options
  - Option 1
    Admins enter existing students AND copy forward existing students data for processing continuation
  - Option 2
    ASFC enter existing students only (pre 2012-13) and Departments copy forward existing students data for processing continuation

- Graduating Students
  - No PASF necessary