Logging On and Off
To log onto Labor Accounting:

1. Start your browser and enter the following URL in the address bar:
   www.princeton.edu/laboraccounting.
2. Enter your net ID (LDAP userid) and password in the NetID and Email Password fields. The General Browse page is displayed.
3. When you have completed your work and have saved, submitted, or disapproved the changes, log off by clicking the Log Out button and closing the browser window.

Tip! The Log Out button is located on the General Browse and Project Browse pages.

Displaying the Support Summary
You can display a support summary page for each graduate student for which you are authorized. The Graduate Student Summary page shows the amount and type of support committed to the student in each term.

1. In the Search Criteria panel on the General Browse page, enter or select the desired search criteria for the personnel list. To display only graduate students, set the Staff Class to GS.
2. Click Search to display the records that match your criteria.
3. Locate the student whose distributions need your attention.
4. Click the Edit Summary button on the line that contains the student’s name. The Graduate Student Support Summary is displayed.

Capturing the Tuition Amount
Before you can capture the tuition amount, the Labor Accounting enrollment events must be populated, either by matching to Student Administration data, or by entering the enrollment events yourself.

1. From the Graduate Student Summary page, click the GS Tuition tab. The Graduate Student Tuition page is displayed.
2. If the Labor Accounting Enroll Event fields are blank, you must populate them:
   - Click the Match LA to HR button to carry over the Student Administration enrollment events, OR
   - Select the appropriate enrollment events for each term yourself, and click the Calc Tuit Amts button to calculate the tuition and fees.

Tip! If an enrollment event occurs within a term, click the Add LA Period button to enter the begin date of the new enrollment status, and select the Enrollment Event.

3. If you click the Detail tab, you will see the tuition, and any support entered will show amounts as well as percentages.

Entering an AI Appointment
When you enter AI support, you must include the course number and number of hours to be spent in instruction and grading by the student. You must enter AI support on the Asst Instr page.

1. From the Graduate Student Support Summary page, click the Standard AI link. From any other internal support page, click the Asst Instr tab.
2. Enter the course number (subject code and catalog number) of the course the student will be teaching each term in the Course# field.
3. Enter the teaching/grading contact hours per week in the Hours of Activity fields for each term.

Tip! For a Standard AI that provides 100% support, the Total Hours would be 6. For 50% AI support, the Total Hours would be 3.

Note: If the hours apply to multiple courses, click the Add/Drop link and enter the courses and hours of activity on the Add/Drop Course window. Click the to remove a course, if needed. When you click , the Course# will appear as MULT, and the hours are totaled for all courses.

4. If the student is not proficient in English, click the Teach Elig button and check the first field.

5. If adjustments are needed in either the salary or tuition support, enter the amount of the adjustment in the Adj fields. To decrease the support, enter a minus sign before the amount.

Note: If you know only the total amount, and are not sure how much is standard support and how much is adjustment, enter the total amount in the fields on the Adj line, and click the $ checkboxes.

6. Click the Calculate button to calculate the salary and tuition amounts and distribute the support to the department’s default project/grant for a standard AI.

Note: If an adjustment has changed the Total Hours, you must change the Hours of Activity to values that, when totaled, will match the Total Hours.

7. To enter another type of support, click the appropriate tab. If you are finished, click the Summary tab.

8. To submit the changes for approval, click the Submit button. If you are not ready to submit the changes for approval, click the Save button; the record will be locked to other users for 24 hours.
Maintaining Graduate Student Support

Entering an AR Appointment

You may enter AR support for each term on the Graduate Student Support Summary page, provided that you want the support distributed to the department's default project/grant for that earnings type. However, if you need to enter more complex distributions, use the appropriate earnings type pages.

1. From the Graduate Student Support Summary page, click the Standard AR link. From any other internal support page, click the Asst Research tab.
2. In the Support commitment area, enter the percentage of total support to be provided through the AR in the Total Pct field.
3. If you need to adjust the salary or tuition support, enter the amount of the adjustment on the Adj line under Salary Amt or Tuition Amt.

Note: If you know only the total amount, and are not sure how much is standard and how much is an adjustment, enter the total amount in the Adj field(s) and click the $ checkbox(es).

4. Click the Calculate button. If you entered adjustments, the system will determine the percentage of support, and any amount over that will appear in the Adj fields.
5. To enter another type of support, click the appropriate tab. If you are finished, click the Summary tab.
6. To submit the changes for approval, click the Submit button. If you are not ready to submit the changes for approval, click the Save button; the record will be locked to other users for 24 hours.

Entering a University Fellowship

In the absence of any other support, the student is paid the minimum amount established in their contract in an adjustable University Fellowship. The percentage of the University Fellowship changes automatically when other support types are added, but the actual amount must be captured on the University Fellowship page.

To calculate the University Fellowship amount:

1. Open the page by clicking the University Fellowship link on the Graduate Student Support Summary page, or by clicking the Univ Fellshp tab.
2. If the contract includes a stipend, enter the complete amount of the stipend for the year in the Full Year Stipend Amt field.

Note: If the support is different in each term, add a period for the Spring term, and enter the amount in the Full Term Stipend Amt field. (The field name changes to reflect the length of the commitment.)

3. Click the Calc Tuition button to calculate the tuition.
4. To enter another type of support, click the appropriate tab. If you are finished, click the Summary tab.
5. To submit the changes for approval, click the Submit button. If you are not ready to submit the changes for approval, click the Save button; the record will be locked to other users for 24 hours.

If the percentage of the University Fellowship changes, you must recalculate the tuition amounts by returning to the Univ Fellshp page and clicking the Calc Tuition button again.

To enter matching tuition:

1. On the Graduate Student Support Summary page, enter the matching tuition amount for each term on the Matching Tuition line. The matching tuition is always charged to project/grant 9711000.

To enter a non-adjustable fellowship:

1. Open the page by clicking the Other Fellowship link on the Graduate Student Support Summary page, or by clicking the Other Fellshp tab.
2. In the AY Non-adjustable Fellowship Support area at the top of the page, click the Add button.
3. In the Add Period window, the default dates are for the academic year. If the period is not for the entire academic year, enter the appropriate dates in the Begin Date and End Date fields.
4. In the P/G field, type the seven-digit project/grant number to be charged, or double-click to open the Find Project/Grant window.
5. If a stipend is provided by the fellowship, enter the total stipend amount for the period in the Stip Amt field.
6. If the fellowships pays tuition, enter the total tuition support provided for the period in the Tuit Amt field.
7. Click the Finish button to enter the support and return to the Other Fellshp page.
8. To add a one-month award or prize, click the Add button in the area at the bottom of the page and select the month when the award will be paid, enter the project/grant to be charged, and type the amount to be paid in the Stip Amt field. Click Finish to enter the support and return to the Other Fellshp page.
9. Submit or save the changes.