Symbols

$ checkbox
  using to enter amounts 66

A

Academic Year
  using as search criteria 28
Access
  obtaining 19
  user identification 19
Adding a person to a project 160
Adding a vacancy
  introduced 26
Adjustable University Fellowship
  changing 88
  removing 93
Adjusting Standard Support
  for AI 63
  for AM 81
  for AR 73
AI (Assistant in Instruction)
  defined 188
  See also AI Support
AI Rate
  and General Exams 67
  changing 67
AI Support
  adding multiple courses for a student 60
  adding standard 60
  adjusting 63
    and Hours of Activity 66
    on Asst Teaching page 65
    on Graduate Student Support Summary page 64
  changing 68
  changing multi-course hours 68
  changing the AI Rate 67
  deleting multi-course hours 68
  overview 59
  removing 69
AM (Assistant Master)
  defined 188
AM Support
  adding standard 79
  adjusting standard support 81
  changing 84
  introduced 79
  removing 84
Appointment
  defined 188
Approving changes 167
AR (Assistant in Research)
  defined 188
AR Support
  adding standard 71
  adjusting standard support 73
  changing 76
  introduced 71
  removing 77
Assistant in Instruction, see AI Support
Assistant in Research, see AR support
Assistant Master, see AM support
Asst Instr page
  adding AI support on 60
  changing the AI Rate on 67
  making adjustments on 65
  removing AI support on 69
Asst Master page
  adding AM support on 80
  adjusting AM support on 82
  removing AM support on 85
Asst Research page
  adding AR support on 72
  adding summer support on 105, 133
  adjusting AR support on 75
  removing AR support on 78
B
- Backing Out Changes described 170
- Billed Tuition adding 55
- Bookkeeping Entries defined 188
- Bookkeeping entries for cost sharing 76
- Budget Year defined 188

C
- Calculating amounts based on a dollar value 66
- Calendar Window using 171
- Changes approving or disapproving 167
  backing out or reversing 170
  saving 167
  saving and authorizing overview 166
  submitting for approval 167
- Clearing search criteria 28
- Closed project/grant searching by 32
- Coeus and LA 5
- Comments viewing 182
- Commitment defined 188
- Commitment Code using as search criteria 31
- Commitment Summary displaying for faculty and staff 117
- Contract copying support data from 109
  defined 188
- Contract status searching by 32
- Copying distributions for faculty and staff 139
  from a template 177
  from one student to another 107
  from the graduate student contract 109
- Cost sharing bookkeeping entries for 76
- Courses, multiple adding for AI support 60
- changing AI support for 68
  removing from an AI 69
- Current View creating 28
  defined 26
  parameters used to create 14

D
- Date Range using as search criteria 28
- Dates finding with the Calendar window 171
- Department using as search criteria 30
- Disapproving changes 167
- Distribution Cycle overview 13
- Distribution periods adding and deleting 93, 122
  default for faculty 114
  default for graduate students 38
  default for most staff 114
  deleting from project pages 153
  example of adding 115
  explained for faculty and staff 114
- Distributions adding a period for 93, 122
  adding or changing project/grants 97, 126
  adding project/grant in Project Browse 156
  adding project/grants 98, 127
  changing project/grants 101, 130
  changing project/grants by project 155
  copying for faculty and staff 139
  copying from one student to another 107
  defined 188
  deleting project/grants 103, 131
  deleting project/grants by project 159
  new features 6
  overview of project/grants 97, 126, 154
  printing pages 183
- Div (Division) using as search criteria 30
- Dollar amounts calculating percentages based on 66

E
- Earnings period defined 115
- Email notification and pending approvals 22
  setting user profile for 21
EmplID
- searching for 162
- using as search criteria 30, 146

Encumbrance
- defined 188

Enrollment Event
- adding a period for 52
- and internal support 48
- matching LA to SA 50

Enrollment Status
- searching for unmatched 33

Entering dollar amounts 66

External support
- introduced 54

Graduate Student pages
- listed and described 40

Graduate Student Support
- adding summer support 105
- AI, overview 59
- AM, introduced 79
- AR, introduced 71
- correcting oversupport 104
- default distribution periods 38
- overview 38
- removing AM 84
- removing AR 77
- terminating 110
- University Fellowships, introduced 86

Graduate Student Support Summary page
- adding AM support on 80
- adding AR support on 72
- adjusting AI support on 64
- adjusting AM support on 81
- adjusting AR support on 74
- contents described 43, 118
- correcting oversupport on 104
- displaying 42
- entering tuition paid by student on 58
- expanding and collapsing rows on 43, 118
- introduced 42
- removing AM support on 84
- removing AR support on 77

Graduate Student Tuition page
- described 48

Hours of Activity
- changing after adjustments 66
- entering for AI support 61

Human Resource Management system
- and Labor Accounting 114

I-9 Status
- searching by 32

In Effect
- displaying current distributions 42, 117
- returning to 170

Interfaces
- Graduate Re-enrollment 10
- Loans and Receivables/Princeton Receivables 9
- Operating Expense Budget 9
- PeopleSoft HR 7
- PeopleSoft Payroll 8
- PeopleSoft Student Administration 8
Labor Accounting

PeopleSoft University Financials 8
Internal Support
for graduate students, introduced 59

L

Labor Accounting
introduced 2
Locking records
and the Save button 166
and unlocking 166
Logging out 23

M

Matching LA to SA 50
Matching Tuition
adding 90
Multi-course AI
changing hours and courses 68

N

Name
using as search criteria 30, 146
Need Approval list
displaying projects from 145
New features 3
data entry and workflow 3
distributions 6
security 3
summer salaries 5
updates and interfaces 5
Non-Adjustable University Fellowship
adding 91

O

Obtaining access 19
Offset
and graduate student funding 97, 103
defined 189
restrictions on submitting with 133
Oversupport
correcting 104

P

Pages
Faculty and Staff, listed 116
Graduate Student, listed 40
Pay periods
and fiscal year for biweekly staff 114
Pend Status
codes defined 29
table of codes by authorization 35
Pending Status
search criteria 29
Periods, distribution
adding and deleting 93, 122
changing through Project Browse 151
explained for faculty and staff 114
Periods, earnings
adding for enrollment event 52
adding for status change 52
for faculty and staff 115
Person, finding to add to a project 162
Personnel List on General Browse page
described 33
introduced 26
PI
defined 189
PI (Primary Investigator)
searching by 31
Primary Investigator (PI)
defined 189
Printing
distribution data 183
Profile, user
setting options in 21
Project
adding a person to 160
commitments, summarized 143
displaying on the Project Browse 145
finding person to add 162
locating personnel charged to 143
Project Browse page
buttons on 148
locating personnel on 143
using 144
working with 142
Project Summary
creating 144
using 144
Project/Grant
adding in Project Browse 156
closed, entering data for 100
defined 189
Project/Grant Distributions
adding 98, 127
adding or changing 97, 126
changing 101, 130
changing by project 155
deleting 103, 131
deleting by project 159
overview 97, 126, 154
Project/Grant Numbers
  correcting an error in 126, 154
  overview of search criteria 98, 127, 155
  searching for 172
Project/grant search criteria 31
  Fund 31
  PI (Primary Investigator 31
  searching by department 31
  specifying a range 31
  sponsored projects 31
Project/Grant, Find window
  using 172

R

Reports
  listed 184
Reversing changes 170

S

Salary
  adding summer for faculty 132
  defined 189
  redistributing for faculty and staff 122
Save
  and locking records 166
Search Criteria
  entering 28
  on the Project Browse page 144
  panel, introduced 26
  resetting 28
Searching for personnel 28
Security
  access levels 11
  and saving/authorizing changes 166
  new features 3
Signing out 23
Sponsor
  and Princeton Receivables 54
Sponsored Project
  defined 189
Sponsored project
  bookkeeping entries for cost sharing 76
  search criteria 31
Sponsored Tuition
  adding 54
  defined 189
Staff Class
  search criteria 30
Staff Code
  search criteria 31

Standard AI
  adding 60
  changing 68
  changing the AI Rate 67
  making adjustments to 63
  multi-course changes 68
  removing 69
Standard AM
  adding 79
  adjusting 81
  changing 84
  removing 84
Standard AR
  adding 71
  adjusting 73
  changing 76
  removing 77
Starting Labor Accounting 20
Status
  matching from Student Administration 50
  pending, values defined 29
  viewing 182
Status Change
  adding a period for 52
Status, enrollment
  and internal support 48
Stipend
  defined 189
Stipend support transfers
  and taxes 39
Student self-pay
  entering 58
Students
  terminating support 110
Submitting changes 167
Summer Salary
  adding 132
  new features 5
Summer Support
  adding 105
Support Summary
  contents for graduate students 43, 118
  displaying for graduate students 42
  expanding and collapsing rows on 43, 118
Support, see Graduate Student Support

T

Template
  creating and using 177
  defined 189
Terminating Students 110
Tuition
  adding matching 90
  adding sponsored 54
  billed, adding 55
  capturing the annual amount 51
  paid by student, entering 58
  paid to student, entering 57
Tuition and Fees
  link to page 48
Tuition page
  described 48

U
Univ Fellshp page
  adding an adjustable Fellowship on 87
  correcting support and recalculating tuition on 105
  recalculating tuition support on 88
University Fellowship
  adjustable, changing 88
  adjustable, removing 93
  introduced 86
  non-adjustable, adding 91
URL address
  for Labor Accounting 20

User ID 19
User profile
  setting options in 21
Using the $ checkbox to enter amounts 66

V
Vacancy
  adding 174
  adding, and project/grant access 174
  adding, introduced 26
  defined 189
  displaying only 174
  searching for 32
  Special search criteria for 33

W
Workflow
  new features 3
Worklist
  contents 32
  displaying 29, 32
  General Browse search criteria for 29
  navigating through 42, 118
  setting user profile to display 21