Supported Award Entry

Overview
A limited number of departments across campus have their financial aid awards entered into the M-Pathways Award Entry pages by the Office of Financial Aid (OFA). To ensure OFA correctly enters your awards, you need to follow the instructions in this document to complete and submit the Supported Award Entry Spreadsheet to OFA.

Additionally, students must exist in the M-Pathways system before financial aid awards can be entered. If your department makes awards to Guest Students (students who are not currently admitted to or enrolled in a University of Michigan degree or certificate program), follow the Guest Students instructions in this document.

Business Process
The “Supported Award Entry” process consists of the following high-level steps:

1. If necessary, determine if the student exists in the M-Pathways system.
2. If the student does not exist in the M-Pathways system, complete and submit the Guest Student Spreadsheet to OFA. OFA will email you the 8-digit EmplID in order for you to complete the Supported Award Entry spreadsheet.
3. Complete and submit the Supported Award Spreadsheet to OFA.

Business Process/Transaction Details

1. **Determine if the student exists in the M-Pathways system.**
   The methods for determining if a student exists in M-Pathways depend on whether or not you have access to the system:
   
   A. Staff without access to the M-Pathways system can email the Office of Financial Aid at mailto:sfps@umich.edu or call 763-4303 to determine if a student exists in M-Pathways.
   
   B. Staff with access to the M-Pathways system must perform a “Search/Match” to determine if a student exists in M-Pathways. The navigation path to the “Search/Match” page in M-Pathways is:
      
      Menu > Campus Community > Personal Information > Search/Match
      
      - For detailed instructions on performing a Search/Match, refer to the Execute a Search Match to Locate an Individual step-by-step procedure document on MAIS LINC (https://maislinc.umich.edu).
      
      - Additional instructions are available on My LINC for interpreting Search/Match results. Refer to the reference documents entitled Search/Match Guidelines and Tips or Determining a Person’s Relation with UM.

If the student exists in M-Pathways, skip to page 3 for step “3. Supported Award Entry Instructions.”
2. Guest Student Instructions

I. Obtain the Guest Student Spreadsheet

The Guest Student Spreadsheet is available on the MAIS website at:
http://www.mais.umich.edu/student/faforms.html

Download the spreadsheet from the website and save it to your computer desktop. You can use the form in either its electronic format or print a paper copy.

II. Complete the Guest Student Spreadsheet

Supported Award Entry departments may list multiple Guest Students on a single spreadsheet. The spreadsheet may either be filled out using Excel on a personal computer or by writing on a printed copy of the spreadsheet.

Each of the fields on the Guest Student Spreadsheet is listed below with specific instructions for completing the field:

- **Name**: List last name, first name, and middle initial (if available).
- **Social Security Number**: Enter as XXX-XX-XXX.
  - **Note**: If the Guest Student does not have a Social Security Number, leave this field blank and see the instructions for "International Guest Students without Social Security Numbers" at the end of this section.
- **Country of Citizenship**: Enter the Guest Student’s country of citizenship.
- **Gender**: Enter one of the following values:
  - F = Female
  - M = Male
  - U = Unknown.
- **Citizenship Status**: Enter one of the following values:
  - 1 = U.S. Citizen
  - 2 = Permanent Resident
  - 3 = Non-Resident Alien
  - 4 = Non-Resident Alien Under Tax Treaty
- **Birthdate**: Enter the date of birth as MM/DD/YY.
- **Ethnic Group**: Enter one of the following values:
  - 0 = None Identified
  - 1 = White
  - 2 = Black
  - 3 = Hispanic/Latino
  - 4 = Asian/Pacific Islander
  - 5 = American Indian/Alaska Native
  - 6 = Not Included Above
II. Complete the Guest Student Spreadsheet (Continued)

- **Permanent Address:** List the Guest Student’s full permanent address, including country (if not U.S.).
  
  **Note:** The permanent address cannot be a University of Michigan department or residence hall address. A permanent address is required to meet University reporting requirements to the U.S. Department of Treasury.

- **Current Address:** If a local address is known, enter street address, city, state, and zip code.

- **International Guest Students without Social Security Numbers:**

  U.S. Department of Treasury reporting regulations require the University to provide a valid Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) for all funds disbursed to students, including Guest Students. If you have not provided a SSN on the Guest Student spreadsheet, it is your responsibility to ensure the student completes Form W-7 at the Payroll Office. This should occur before funds are given to the Guest Student. For more information, contact Payroll at 764-8250.

III. Submit the Guest Student Spreadsheet

You may submit a hardcopy or electronic copy of the Guest Student Spreadsheet to OFA using one of the following methods:

A. Send the completed Guest Student spreadsheet via Campus mail to:

   Office of Financial Aid
   Scholarship/Fellowship Processing
   2011 SAB – 1316

B. Send the completed Guest Student spreadsheet as an email attachment to:

   sfps@umich.edu

   **Note:** Enter “Guest Student Spreadsheet” in the Subject field of the email.

3. Supported Award Entry Spreadsheet Instructions

I. Obtain the Supported Award Entry Spreadsheet

   The Supported Award Entry Spreadsheet is available on the MAIS website at:
   
   [http://www.mais.umich.edu/student/faforms.html](http://www.mais.umich.edu/student/faforms.html)

   Download the spreadsheet from the website and save it to your computer desktop. You can use the form in either its electronic format or print a paper copy.

II. Complete the Supported Award Entry Spreadsheet

   Supported Award Entry departments may list multiple students on a single spreadsheet. The spreadsheet may either be filled out using Excel on a personal computer or by writing on a printed copy of the spreadsheet.
II. Complete the Supported Award Entry Spreadsheet (Continued)

Each of the fields on the Supported Award Entry Spreadsheet is listed below with specific instructions for completing each field:

- **EmplID:** Enter the 8-digit unique student identifier. The EmplID can be obtained by checking a Personal Information page in M-Pathways. The navigation path is:
  
  Menu > Campus Community > Personal Information > Add/Update a Person

- **Aid Year:** Aid Year for this award. Aid Years run from September to August.

- **Student Name:** List last name, first name, and middle initial (if available). This will be used to validate the EmplID.

- **Action:** Enter the action you want taken for this specific transaction. Valid values are:
  - O (Offer)
  - B (Offer/Accept)
  - A (Accept)
  - C (Cancel)
  - D (Decline)

  **Note:** Awards must have a status of “Offer/Accept” or “Accept” for disbursement to occur.

- **Financial Aid Item Type:** Enter the 12-digit Item Type number for this award. Note that only Item Types for which you are authorized to award can be accepted.

- **Financial Aid Item Type Description:** Enter the description of the award.

- **Amount:** Enter the Item Type amount for this specific transaction. Enter cents as needed (e.g., $3455.25).

- **Disbursement Plan:** Enter the Disbursement Plan code for this specific transaction. If you have previously submitted the same Item Type for the same student, the Disbursement Plans must match in order for any portion of the award to disburse. Lists of valid values are on the Aid Disbursement Calendars at: [http://www.mais.umich.edu/student/faforms.html](http://www.mais.umich.edu/student/faforms.html)

- **Split Code:** Enter the Split code for this specific transaction. Lists of valid values are on the Aid Disbursement Calendars at: [http://www.mais.umich.edu/student/faforms.html](http://www.mais.umich.edu/student/faforms.html)

- **Charge Priority:** Enter the Charge Priority for this specific transaction. If you have previously submitted the same FA Item Type for the same student, the Charge Priority must match. Lists of valid values are available at: [http://www.mais.umich.edu/student/itemtype.html](http://www.mais.umich.edu/student/itemtype.html).

III. Submit the Supported Award Entry Spreadsheet

You may submit a hardcopy or electronic copy of the Supported Award Spreadsheet to OFA using one of the following methods:

A. Send the completed Supported Award Entry spreadsheet via Campus mail to:

   Office of Financial Aid
   Scholarship/Fellowship Processing
   2011 SAB – 1316

B. Send the completed spreadsheet as an email attachment to: sfps@umich.edu

  **Note:** Enter “Supported Award Entry” in the Subject field of the email.