



CONSTRAINTS

The New Item Type Request Form (ITF) is a document specifically to create an Item Type Number in the CaneLink System (CL), which allows student payment(s). As of June 1, 2017, **ALL** payments to any student must flow through CL, with two exceptions:

1. Payroll, which pays through Work Day, or
2. Reimbursement for a University Expense, which pays through Accounts Payable

You can find further clarification of this process on the [Office of the Controller](#) web page in the University of Miami Policy and Procedure Manual, number B030, Payments to Students section. This policy may have a financial impact on the student, should the students have Federal Financial Aid and if the student(s) have exceeded their cost of attendance. The [Office of Student Financial Assistance and Employment](#) (OSFAE) will continue to assist, as allowed by law and policy, for this change to have a minimal financial impact to the students.

The intent of an ITF is to capture certain fields and parameters, which are critical for the creation of, and to populate information into CL, in order to pay the students. This document defines all fields and selections to achieve accurate payments to the students, and simplify the process for you. Should you need additional assistance, you can contact our Accounting Staff, [Sandra Santangelo](#), ext. 84308 or [Zaida Mejia](#), ext. 81914.

Section 1: IDENTIFICATION AND UNIVERSITY LOCATION INFORMATION

This section automatically populates your contact information from the “Single Sign On” data system, except for your Telephone Number and Departmental information. Please enter your 10-digit Phone number in the appropriate field. This is a required field.

Academic Organization/Administrative Unit – use the drop down selections to select your College/Department and a separate selection for your specific area. This data will associate your request to a specific department and can identify any number of ITN’s associated to a specific department in the future. If your departmental data does not appear properly, please select the “*Other not in list*” option, and type in the appropriate information. This is a required field.

Section 2: NAME REQUESTED FOR THIS ITEM TYPE

Item Type Name – the name you wish to associate to this ITN. This is a required field.

Please be advised of the following parameters for this field:

1. At no time shall this award identify, either by name or by Student ID, any student recognition information. The University has a strict policy of not identifying any student information to which the OSFAE adheres.
2. There are only 27 characters allowed for the field, and this form will prevent you from typing more than what is allowed by the program. We do realize there are certain organizations and individuals that have more than the designated number of characters, therefore please consult with the benefactors prior to submitting the information, to have their buy-in, and for all parties to agree.
3. Depending on the selections you choose throughout this form, P2S (Pay to Student) may appear next to the name. This is a coding requested by students so that they may identify the award, which will pay to them and bypass Student Accounts.
4. In reality, CL does not recognize the name; therefore, the ITN is the identifying feature for the payment. However, the name is visible on the award documentation to the student. We advise caution when creating this field as the verbiage may be offensive to certain groups or individuals.



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5. Do not use Academic or Awarding Years, even if you expect to award this over several years, as CL has the ability to change year over year. If this is part of a Grant, CL also has the ability to change the Account Number to accommodate accounting changes to the grant, simply notify the OSFAE Accounting Staff of the changes

Short Item Type Name – the short name you wish to associate to this ITN. This is a required field.

This is a nickname made up of 10 characters, which may appear on many internal University Reports. The Short Program Name can identify the ITN and any payments or transactions that occur with this ITN. Again, be cautious in selecting this field to avoid embarrassments.

Section 3: ACCOUNTING, BUDGET AND FUNDING INFORMATION

As with all financial transactions, you must identify where and how will this expense shows on your financial records. Consult with your Budget Managers to properly limit and record expenses. Please take into account that Federal Grants are very specific as to what transactions appear and how to classify them when reporting and using a grant, the Office of Research Administration may be of further assistance with this subject.

Workday Driver Worktag Account Number – you must provide a correct and active [Workday Driver Worktag Account Number \(FRS/FDM Conversion Tool\)](#), two letters and six digits, for this ITN. If these fields are blank, you cannot send this request. Please insure that the account has sufficient funds to cover any awards your area wishes to make. This is a required field.

Workday Spend Category Account Number – you must provide a correct and active [Workday Spend Category Account Number \(FRS Sub-Object/FDM Conversion Tool\)](#), two letters and five digits, for this ITN. If these fields are blank, you cannot send this request. This is a required field.

Minimum Student Award – lowest amount of money you wish to award for any given student. This is a required field.

Maximum Student Award – highest amount of money you wish to award for any given student, please use a realistic amount in this field as this will allow a maximum of One-Million (1,000,000) dollars paid per student. This is a required field.

Total Dollars this ITN is Annually Awarding – Discuss with your Budget Managers to determine the total annual budget for this award. The field allows up to One-Billion (1,000,000,000) dollars, however if your area enters this amount, the CL system will allow OSFAE to release funds up to that amount before further action is required. You can select a more reasonable amount, and should you have the need to increase the cap, a call to the OSFAE Accounting area can increase the amount for a particular year very easily. This is a required field.

Keyword #3 – the use of the “Keyword #3” (K#3) is for statistical purposes within the University to track numbers of students awarded through CL. The K#3 consists of a combination of three sets informational pieces; *Source of Funds – Types of Awards – Basis for Awarding*. Because certain combinations require a FAFSA, we have identified these with a LIGHTER color in this grid, indicating the K#3 categories, which are for use by the OSFAE only. This is a required field.



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Acceptable K#3 combinations are (LIGHTER color in this grid, indicating the K#3 categories, which are for use by the OSFAE only):

ATH_SCH_AT	DIS_GRA_ND	FED_ASS_EN	FLA_GRA_ND	OST_SCH_AM
DEP_ASS_DM	DIS_SCH_AM	FED_FWS_ND	FLA_SCH_AM	OUT_GRA_EN
DEP_ASS_EN	DIS_SCH_DM	FED_GRA_EN	GIF_ASS_DM	OUT_GRA_ND
DEP_GRA_EN	END_ASS_DM	FED_GRA_ND	GIF_ASS_EN	OUT_OLN_EN
DEP_GRA_ND	END_ASS_EN	FED_NLN_ND	GIF_GRA_EN	OUT_SCH_AM
DEP_NLN_ND	END_GRA_EN	FED_OLN_EN	GIF_GRA_ND	OUT_SCH_DM
DEP_OLN_EN	END_GRA_ND	FED_SCH_AM	GIF_OLN_EN	TRM_GRA_EN
DEP_OWK_EN	END_SCH_AM	FLA_ASS_DM	GIF_SCH_AM	
DEP_SCH_DM	END_SCH_DM	FLA_FWS_ND	GIF_SCH_DM	
DIS_GRA_EN	FED_ASS_DM	FLA_GRA_EN	OST_GRA_ND	

As you make your selections please be aware of the above grid as these are the only combinations that are acceptable, and to properly award and record the student payments.

Are funds Refundable to the Student? – checking off this box (YES) allows any overages from these funds, disbursed by this Item Type, to pay to the student. This field is particularly important when you select a Charge Priority – “Do Not automatically pay any Student Debt owed to UM”, as this will create a conflict within the program, and will not allow the payment to proceed.

Is this award Need Based? – checking off this box (YES) flags CL that this award is “Need Based” triggering the system to verify that the proper documents are recorded for the individual students, which allows the disbursement of funds as certified by Federal Authorities.

Source of Funds – identifies a *Source* of the subsidy for this Item Type:

- **ATH** - Athletic – the source of funding is only for athletes attending the institution
- **DEP** - Departmental Owned/Waivers – this source of funding is only for Students deemed eligible by a university department
- **DIS** - Discountable Aid – funds which are available to students as determined by upper management of an individual university department
- **END** - Endowment Account – funds, which donors have given with some stipulation as to the use of the principle of the gift, given to the university over several periods
- **FED** - Federal/Government – funding originates from any federal/governmental agency or funding source paid directly from the agency to a student
- **FLA** - State of Florida – funding is from a State of Florida agency or State of Florida funding source paid directly from the agency to a student
- **GIF** - Gift Account – a one-time gift donated to a student, or a gift agreement to assist with the debt of the student
- **OST** - Other U.S. State or U.S. Territory – funding source is from a state or territory other than Florida
- **OUT** - Outside/Other – this source of funds originates from other funds and sources not otherwise defined
- **TRM** - Tuition Remission – the cancellation of a debt, charge, or penalty, either complete or partial, by an institutional department or program



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Types of Awards – identifies the category of *Award* for this Item Type:

- **ASS** – for all disbursement, you wish to pay in intervals over a period for the following categories:
 - a. Assistantship/Fellowship – a financial endowment set up to support graduate students / a paid appointment awarded annually to a qualified graduate student that requires part-time teaching, research, or residence hall duties
 - b. Stipend – a fixed regular sum paid to a student as a salary or as expenses are incurred
 - c. Trainee – a student undergoing training for a particular career or profession. This is what was coded in Workday as “**GRAD-3 Activity**”
- **GRA** – money given by a state or federal government agency or some other private organization to fund education and research:
 - a. Awards/Prizes – to confer or bestow a financial payment to a student, as being merited, deserved or needed / to partake in a contest for a reward
- **FWS** - Florida/Federal/College Work Study – an amount paid to a student for performing duties or activities from a state or federal award for employment with a university department
- **OWK** - Other Employment – an amount paid to a student for performing duties or activities from a federal or state award for employment by an business entity outside the university
- **NLN** - Need Base Loan – an amount of money given to a student/parent/guardian on the condition that the loan will be paid back with interest at a future time based on the financial need of the individual as determined by the Federal Government using the FAFSA (Free Application for Federal Student Aid) in order to demonstrate need, and if student meets the federal parameters for this category
- **OLN** - Other Loan – based on factors other than financial need of the individual
- **SCH** – money awarded to a student to help with living expenses, study
 - a. Travel – associated to/with an educational purposes and **not** representing the University in an athletic, club or business event

Basis for Awards – identifies *UM's Rationale* for awarding this Item Type:

- **ND** - Need – recipients must file a FAFSA (Free Application for Federal Student Aid) in order to demonstrate need, to determine if a student meets the federal parameters for this category
- **EN** - Entitlement – is a government program guaranteeing access to some benefit by members of a specific group and based on established rights or by legislation
- **AM** - *Academic Merit – recipients must demonstrate Academic Achievement
- **AT** - *Athletic Merit – recipients must demonstrate Athletic Achievement
- **DM** - *Departmental Merit – a recipient must adhere to parameters set by the awarding department

*Merit (please indicate the minimum requirements, in the ‘Describe the purpose of this Item Type’ section)



Parameters

Section 4: STUDENT CAREER, TERM, CHARGING AND ENROLLMENT REQUIREMENTS

Career – select the appropriate career for which you wish to grant this award to, based on the level of the student. This is a required field.

Effective Term – please select the term for which you wish to provide this award. This is necessary so that we are able to better service the students and to accommodate any fiscal commitments that your area may not have accounted for. This is a required field.

Charge Priority – while there are four selections in this category, in reality, only one of the first two will apply to this award. The last two are reserved for the OSFAE. This is a required field.

- **FINAID** – Automatically Pay any Student Debt Owed to UM – any amount paid to a student will automatically pay for any debt the student may owe to the university and any remaining award shall be deposited into the students account on record or a check will be issued and mailed
- **NOCHG** – Do Not Automatically Pay any Student Debt Owed to UM – any amount paid to a student shall be deposited in its entirety to the student account on record or a check will be issued and mailed
- **TIV** – Title IV(Federal Source) – payment derived from a Federal Source and will disburse for eligible tuition and fee changes on the students account, as compliant with Title IV Regulations
- **FRAG** – Florida Residents Assistance Grant – payment Derived from a State of Florida Source and will pay eligible tuition and fee changes on the students account, as compliant with State of Florida Regulations

Enrollment Needed for Disbursement – this field gives your area the ability to allow the OSFAE to allow a disbursement to a student with less than full time enrollment. This is a required field.

In case you wish to create this Item Type for other careers, please select the additional areas.

Section 5: RESTRICTIONS AND OTHER PERTINENT INFORMATION

Please be as specific as possible, so that the disbursement of this award is accurate and in accordance with your departments specified requirements as well as those of the benefactor. While it is much simpler to award a student based on merit, achievement or financial need, there are those few that make donations that require other factors. The OSFAE is bound to award funds according to the guidelines specified, however on occasion; the limitations of the gift do not allow us to make such an award, because of the lack of available or qualified students.

Finally, there are three questions, which require an answer for CaneLink to appropriate the funds correctly. The form has indicated the answer you must select into these fields in order for us to verify all of the data you supplied.

Section 6: FOR OFFICE USE ONLY

The items below this section are for use by the OSFAE Accounting Staff.