

Old Way vs. New Way

1. Bars - check held at cashier, bars paid before check release



1. Bars paid from award - balance paid to recipient, email sent to recipient with details of bar deductions

2. No audit on full-time student enrollment



2. Compliance Question 5 - Option to require full-time enrollment before check is issued

3. 'K' Mail to Bank



3. Direct Deposit (ACH)
-Will ALWAYS be DEFAULT if available

4. Local Address



4. Student (Local) or Employee (Campus)

5. Permanent Address



5. Student (Perm) or Employee (US Mail)

6. 'Z' Cashier



6. Check pick up - very limited

7. 'O' address typed in free-form



7. Only for non-student/non-employee -New GGS created within SS1 to add address for new recipient. Awardee can request addition of ACH later through Office of Accounting

Aug 7, 2004 SWEEP

**Sweep defaults for SS1s created
prior to Aug 6th**

1. Direct Deposit (ACH)

- If available will **ALWAYS** be **DEFAULT**

2. Distribution if ACH is not available:

- 'Z' - Student (Local) or Employee (U.S. Mail)
- 'L' or 'P' will remain unchanged

**3. Non-student/Non-employee - will be handled on an
individual basis**



Example of student with no ACH and no local address on file.

```
+-----+
| >> Press ENTER to continue.<<
| Action:  _____ Address Selection/Check Routing      Section 3  of 5
| -----+
| VID: 2 200008103 6 004  Name: Alcalde, Gonzalo
|
|                               Local address not available
|
| X  PERM  Addr Line 1: 1234 GRANDVIEW AVE
|          Addr Line 2:
|          City/St/Zip: LOUISVILLE           KY  40207-3860
|
|
|          Check Pick Up:  _
|
+-----+
```

-- 0 UT Austin ----- PF1=Options ----- PF8=Exit ----- 7/09/04 01:02 PM --

Pop-up window for address Section 3 – employee/non-student with no ACH

```
+-----+
| >> Please choose an address below. <<
| Action:  ___ Address Selection/Check Routing Section 3 of 5
| -----
| VID: 2 000292151 0 ___ Name: Garrett, Jeffrey Roy
|
|  _  CAMPUS  Addr Line 1: E4500
|          Addr Line 2: UNIV POLICE
|          City/St/Zip: AUSTIN TX 78712
|
|  _  USMAIL  Addr Line 1: 100 BROADMOOR DR
|          Addr Line 2:
|          City/St/Zip: AUSTIN TX 78723 - 3178
|
|
|          Check Pick Up:  _
|
+-----+
```

Pop-up window for address Section 3 – employee & student with no ACH

(allows choice between employee and student records,
shows last semester enrolled)

```
+-----+
| >> Please choose an address to print on the check. <<
| Action:  _____ Address Selection/Check Routing      Section 3  of 5
| -----+
| VID: 2 000000314 5 000  Name: Roberts, Cynthia Ann
|
|  _  LOCAL  Addr Line 1: 123 W UT AVE
|                Addr Line 2:
|                City/St/Zip: AUSTIN                      TX  78752
|
|  _  PERM   Addr Line 1: 123 W UT AVE
|                Addr Line 2:
|                City/St/Zip: AUSTIN                      TX  78752
|
|                               Last Semester Enrolled: 20042
|
| Check Pick Up:  _  See Employee Address:  _____
|
| If none of the addresses are correct, please contact the
| recipient to update their address.
+-----+
```


Example of non-student/non-employee with no ACH, three previous current addresses available in the vendor file.

```
+-----+
| >> Please choose an address below. <<
| Action:  _____ Address Selection/Check Routing      Section 3 of 5
|-----+
| VID: 2 000005961 6 _____ Name: Battle, Linda Mae
|
|  _  ADDR1  Addr Line 1: 1234 WICKERSHAM LN
|          Addr Line 2:
|          City/St/Zip: AUSTIN                TX  78741 - 4744
|
|  _  ADDR2  Addr Line 1: 1234 MEADOW VALLEY LN
|          Addr Line 2:
|          City/St/Zip: DALLAS                TX  75232 - 2855
|
|  _  ADDR3  Addr Line 1: 1234 E OLTORF ST APT 111
|          Addr Line 2:
|          City/St/Zip: AUSTIN                TX  78741 - 4651
|
|          Check Pick Up:  _          CHECK DIST: U
|
|          If none of the above addresses are correct, please create a
|          GGS document with the correct address.
|-----+
| -- 0 UT Austin  ----- PF1=Options ----- PF8=Exit ----- 7/13/04 09:28 AM --
```