Please direct all inquiries to TGS Student Funding Team tgs-fa@northwestern.edu

Terms/Definitions

- **Chartstring** – Code used in myHR and NU Financials to identify a specific source of funds (e.g., 610-1234567-67891011-01-60076). Chartstrings beginning with 110 are shorter.
  - **Account Code** – Indicates type of expense (or revenue) charged to a chartstring. The last set of numbers in a chartstring (e.g., 60076 shown above) denotes Research Assistant stipend.
- **Dual Career (Dual Degree)** – Dual Career students are pursuing more than one degree at the same time (e.g., MD/PhD, JD/PhD).
- **Empl ID** – Employee ID. Also referred to as the student ID.
- **SES/Smart Pages** – Student Enterprise System (SES) is the student information system. Stipend funding information is entered in this system, but does not trigger a paycheck (except at the time of the annual interface described above). Tuition (and health insurance subsidy) funding is also entered in this system, and this does result in the payment being applied to the student's account. Smart Pages is a user friendly interface within SES used for entering funding.
- **myHR** – The HR/payroll system. Entries in myHR determine when and how much students are paid. Stipend (paycheck) funding information is entered in this system. Funding changes can be entered online, but other changes (such as pay rate and appointment end dates) need to be made on paper and sent to Payroll.
- **Item Type** – SES/SmartPages cannot use chartstrings to identify funding. Codes called item types are used to identify chartstrings. For each chartstring, down to the account code level, at least one 7 digit item type is created. The two most common item types are stipend and tuition. Item types starting with 61 designate TGS funding; item types starting with 62 designate non-TGS funding. Requests for new item types can be made by completing the Item Type Request Form.
- **Fiscal Year** – September 1st to August 31st
- **Fellowships** – Often on TGS administered funds and not considered to be performing "service."
- **Graduate Assistant** – Students in this position are usually on TGS funds allocated to programs. They are considered to be performing "service." Referred to as GAs. Non-union.
- **Teaching Assistant** – Students in this position are usually on TGS funds allocated to programs. They are considered to be performing "service." Referred to as TAs. Union.
- **Research Assistants (RA)** – Generally paid on grants/department funds outside of TGS and considered to be performing a "service." RA positions generate an effort report. Union.
- **Interface** – An annual transfer of data between SES/SmartPages and myHR which generally occurs early to mid-September. Eliminates the need to submit Payroll forms.
- **Late fees** – Late fees may be applied to students' accounts when tuition funding is not entered in a timely manner, or not entered in full. For late fees related to program/department errors with funding, email Student Accounts to request a removal of the fee.
- **RAS** (Research Assistant Scholarship) – Partial tuition support from TGS for students funded as RAs on sponsored funding. Covers the difference between the tuition billed, and the tuition amount covered by the Principal Investigator (PI). RAS is only used for positions funded on account code 60076.
- **Stipend** – Monthly pay for graduate students. Paid on the last working day of each month.

Graduate Student Funding Tips and Best Practices

- Ideally, funding for the entire fiscal year should be entered prior to the interface, which generally occurs early to mid-September. Funding can be entered quarter by quarter prior to the Payroll position appointment form (PAF) deadline for the 1st month of a new quarter. Funding entered/changed after the interface requires entries to be made in SES/SmartPages, and PAFs to be submitted to Payroll.
- For funding purposes, the financial quarters are:

Fall	September, October, November
Winter	December, January, February
Spring	March, April, May
Summer	June, July, August

- Funding can be entered/changed in the middle of a quarter. This situation is not ideal, and could result in missing/incorrect paychecks, and payroll journals.
- After the interface, any necessary PAFs should be submitted to Payroll by the deadline, usually early in the month. Submitting an accurate PAF prior to the Payroll deadline is vital to ensure the student is paid correctly and on time.
- The PAF determines the student pay rate, the position start date, and the position end date. Confirm all information is accurate, especially ensuring the appointment end date does not expire. If only the funding source (chartstring) is changing, and the remaining information is the same, update the position funding in myHR and SES/SmartPages; there is no need to submit a PAF.
- Some programs fund students in a very standardized, consistent way. Bulk entry in SES/SmartPages can save time and effort.
- Other programs fund students on different types of positions, on different chartstrings, and even at different pay rates. Funding generally needs to be entered individually for each student in these situations.
- In general, tuition is funded from the same chartstring as stipend. If the stipend is split between more than one source of funding, tuition should be split in the same proportions, particularly for sponsored research projects.
- The TGS staff creates the appointment for students paid on TGS funds. Changes made to TGS stipend funding in SES/SmartPages notifies the TGS staff to create or modify appointments in myHR.
- Include the student's legal name and EmplID in the subject line of emails when communicating to TGS Graduate Student Funding
- Funding cannot be retroactively changed between assistantship account codes and fellowship account codes due to tax implications.
- Submit funding for dual career students on a Dual Degree spreadsheet. TGS enters the funding in SES/SmartPages.

Stipend Rate (Monthly Minimum)	2024-2025	2025-2026
Stipend (fellowship & assistantship)	$3,750	$3,863
Tuition Rates (Quarterly)	**2024-2025**	**2025-2026**
Tuition Full Rate (1st eight quarters)	$18,689	$18,689
Tuition Advanced Rate (9th quarter +)	$4,672	$4,672
RAS Full Rate	$16,111	$16.185
RAS Advanced Rate	$2,094	$2,168
PI RAS Share	$2,578	$2,504

Common Account Codes
60076 research assistant stipend (union)
60070 teaching assistant stipend (union)
60078 graduate assistant stipend (non-union)
78050 external fellowship stipend (union)
78060 internal fellowship stipend (non-union)
78020 tuition (both assistantship and fellowship)