



University of
South Australia

Student and
Academic Services

Scholarships and Payment Request ***Quick Guide for Initiators and Approvers***

Scholarships and Candidature **Student and Academic Services**

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OVERVIEW: SCHOLARSHIPS AND GRANTS PAYMENT REQUEST	3
ACCESS THE SCHOLARSHIPS AND GRANTS PAYMENT REQUEST THROUGH SAS STAFF FORMS PAGE	4
ACCESS THE SCHOLARSHIPS AND GRANTS PAYMENT REQUEST THROUGH APPIAN	5
INITIATE AND SUBMIT THE REQUEST	6
APPROVING THE SCHOLARSHIPS AND GRANTS PAYMENT REQUEST	9
1. <i>Access through email notification</i>	9
2. <i>Access directly through Appian</i>	10
<i>Approving the form</i>	10
GLOSSARY	11



OVERVIEW: SCHOLARSHIPS AND GRANTS PAYMENT REQUEST

This guide provides an overview of how to submit a Scholarships and Grants Payment Request for a student or group of students who will be paid by a Unit/Division via the Scholarships Management System (SCMS).

The form can be accessed through the Student and Academic Services Staff Forms website or it can be accessed directly through Appian.

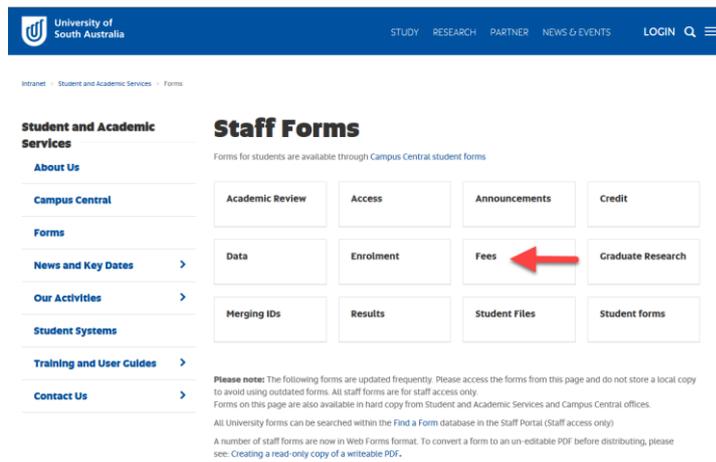
ACCESS THE SCHOLARSHIPS AND GRANTS PAYMENT REQUEST THROUGH SAS STAFF FORMS PAGE

The form can be located from the Student and Academic Services Staff Forms page <http://i.unisa.edu.au/sas/Staff-Forms/>

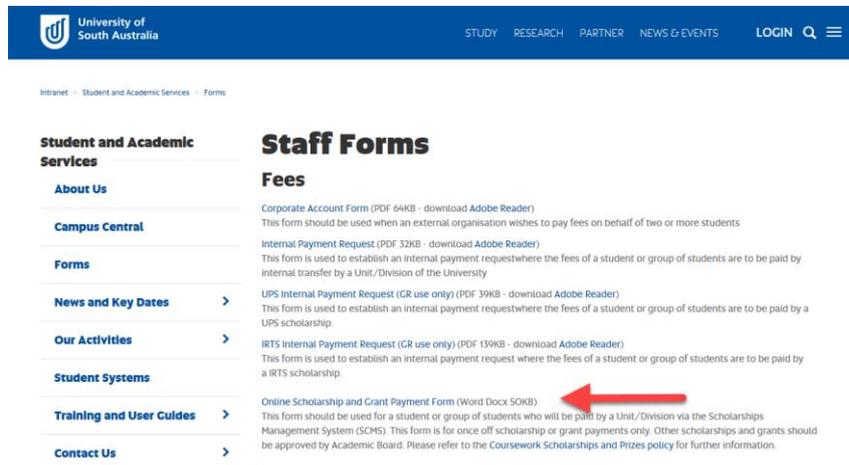
This form does not have the ability to be saved once it has been started so you will need to ensure that you have all of the required information before you commence the form.

Open the Student and Academic Services Staff Forms page <http://i.unisa.edu.au/sas/Staff-Forms/>

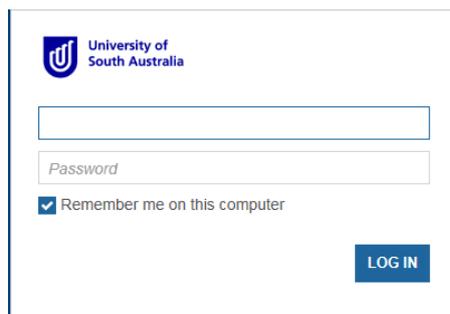
Select the Fees heading



Click on the Online Scholarships and Grants Payment Form hyperlink.



You may need to enter your user University Network ID and password to enter the site.



The Scholarships and Grants Payment Request form will be displayed

Scholarships and Grants Payment Request

This form should be used for a student or group of students who will be paid by a Unit/Division of the University via the Scholarships Management System (SCMS).

This form is for one off scholarship or grant payments only. Other coursework scholarships and grants should be approved by Academic Board. Please refer to [Coursework Scholarships and Prizes](#)

It is important that all sections of the form are completed

Please allow up to 5 working days for processing

CANCEL
START

Continue to [Initiate and submit the request](#)

ACCESS THE SCHOLARSHIPS AND GRANTS PAYMENT REQUEST THROUGH APPIAN

The form can be opened directly through Appian <https://bpi.unisa.edu.au/suite/>

This form does not have the ability to be saved once it has been started so you will need to ensure that you have all of the required information before you commence the form.

Open the Appian link <https://bpi.unisa.edu.au/suite/>

You may need to enter your University Network ID and password to enter the site



Remember me on this computer

LOG IN

Click on **Actions**

News Tasks Records Reports Actions Appian



Click here to send a task... % NEWEST -

No tasks available

Select the **Student** folder in the left hand menu

News Tasks Records Reports Actions Appian



All >
Starred ☆

APPLICATIONS

- Chancellery (1)
- Facilities (1)
- Finance (6)
- Human Resources (9)
- Research (4)
- Student (2)

- ⚡ **Apply for data storage** ☆
Apply for a data storage allocation
- ⚡ **Approval to Appoint - Non-Paid Adjunct** ☆
Commence the process for adjunct nomination
- ⚡ **Approval to Appoint - Non-Paid** ☆
Commence the process for a non-paid appointment
- ⚡ **Building access request** ☆
Request access to physical buildings and rooms by key or card
- ⚡ **Cashing in Long Service Leave** ☆
Apply to receive a payment in lieu of long service leave entitlement

Select the **Scholarships and Grants Payment Request** form

The screenshot shows a navigation menu with 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Actions' menu is open, displaying two items: 'Correction of Enrolment' and 'Scholarships and Grants Payment Request'. The latter is highlighted with a red rectangular box. Below the menu, there are sections for 'All >', 'Starred', and 'APPLICATIONS Student'.

Continue to [Initiate and submit the request](#)

INITIATE AND SUBMIT THE REQUEST

After you have read the conditions of the form, select the Start button. This will open the form for you to complete.

The screenshot shows the title 'Scholarships and Grants Payment Request' and several paragraphs of introductory text. At the bottom, there are two buttons: 'CANCEL' on the left and 'START' on the right. A red arrow points directly to the 'START' button.

Your details will appear in the Division, School and Contact Person fields.

If you are not the contact person for the form you can remove yourself change this to another person.

You can also add a group mailbox for correspondence to be sent to if required.

Submit Scholarships and Grants Payment Request

The screenshot shows a progress bar at the top with stages: 'Initiated', 'Submitted for Approval', 'Returned to Initiator', 'Approved', and 'Processed'. Below the progress bar are several form fields: 'Division' (Academic Portfolio), 'School' (Student and Academic Services), 'Contact Person' (with a user icon and 'x' button), and 'Alternate Email Address'. A red arrow points to the 'Contact Person' field.

Enter the Scholarship/Grant Name

This screenshot is similar to the previous one but shows the 'Scholarship / Grant Name' field at the bottom, which contains the text 'Subsistence Allowance'. A red arrow points to this field.

Enter the cost centre details - % of payment must total 100%

Cost Centre(s) to be charged

Sub Ledger	Cost Centre	Cost Centre Description	Item Code	Item Code Description	% of payment
PG	083		0445	Subsist Allownce - visiting Acad/Student	100
Total Percentage					100%

[Add Additional Cost Centre](#)

Note: Multiple cost centres can be added if the scholarship is being paid from different areas as long as all of the students are being paid the same way. If there is a variance in the way each student is being paid then a separate form will need to be completed.

Cost Centre(s) to be charged

Sub Ledger	Cost Centre	Cost Centre Description	Item Code	Item Code Description	% of payment
AD	135		0445	Subsist Allownce - visiting Acad/Student	60
PG	083		0445	Subsist Allownce - visiting Acad/Student	40
Total Percentage					100%

[Add Additional Cost Centre](#)

Enter the Donor Name if available

Donor Name

Select the Payment Frequency for the scholarship/grant

* Payment Frequency

Student ID

Fill out the payment details table:

- Enter the student details. *The Student name will populate after the ID is entered.*
- Select the Program Code
- Enter the First Payment Date Required
- Enter the Final Payment Date Required (*will not appear if Lump Sum is selected*)
- Enter in the Total Scholarship Amount Per Student
- Enter the Bank Account Name, BSB Number and Account Number of the student (*if know*)

Student ID	Student Name	Program Code	First Payment Date Required	Final Payment Date Required	Total Scholarship Amount Per Student	Account Name	BSB Number	Account Number
11022		VISR	09/01/2017	13/02/2017	\$1,750.00	Student Account Name	123456	123456789
Total Amount					\$1,750.00			

[Add Student](#)

Note 1: If there is a break in the payment periods for the same student, you can 'add another student' row, enter in the same student ID and enter the other dates (e.g. student is to be paid from the 9/1/2017 to the 13/2/2017 and then from the 20/03/2017 to 21/07/2017

Student ID	Student Name	Program Code	First Payment Date Required	Final Payment Date Required	Total Scholarship Amount Per Student	Account Name	BSB Number	Account Number
11022394		VISR	09/01/2017	13/02/2017	\$1,750.00	Student Account Name	123456	123456789
11022394		VISR	20/03/2017	21/07/2017	\$6,300.00			
Total Amount					\$8,050.00			

[Add Student](#)

Note 2: Multiple students can be added. If there is a variance in the way each student is being paid then a separate form will need to be completed.

Student ID	Student Name	Program Code	First Payment Date Required	Final Payment Date Required	Total Scholarship Amount Per Student	Account Name	BSB Number	Account Number	
1102223	[REDACTED]	VISR	09/01/2017	13/02/2017	\$1,750.00	Student Account Name	123456	123456789	✗
1102224	[REDACTED]	VISR	09/01/2017	13/02/2017	\$1,750.00	Student Account Name	123456	123456789	✗
1102272	[REDACTED]	VISR	09/01/2017	13/02/2017	\$1,750.00				✗
Total Amount					\$5,250.00				

[Add Student](#)

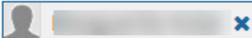
If there is other information that is required, fill this out in the comments section

Comments

Enter further information here

30/2000 character(s) entered

Enter in the **cost centre manager** or the name of the person who has **Vice Chancellor authorisation (VCA)** to approve funds being paid from the cost centre provided. Please ensure that you are sending this request to the correct person as an IT HelpDesk service call will need to be raised if the incorrect person has been sent the form to approve.

* VCA Approver 

Read and select the Authorisation before submitting the form

Authorisation *

I certify that the above payment is incurred for scholarship purposes and information is correctly stated

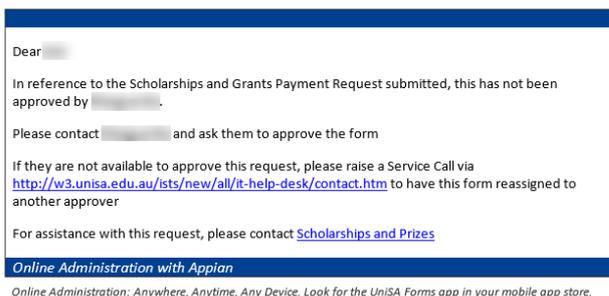
The form will be sent to the VCA approver.

You will receive an email to say your form has been submitted



Overdue Emails

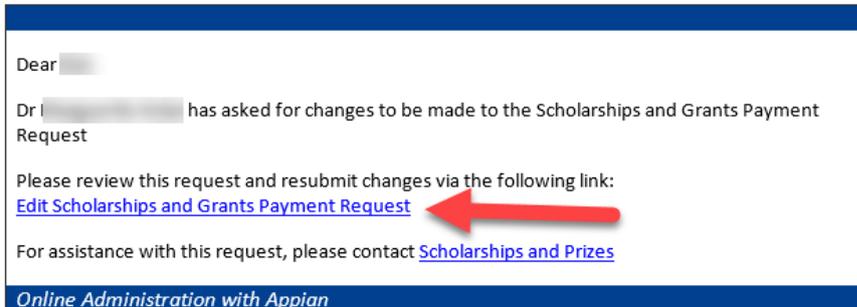
If the task has not been completed by the VCA approver after 4 business days, you will receive an Overdue email. This email will ask you to contact the approver and if they are not available to complete the task, submit a service request with the IT HELPDESK for the form to be reassigned to another approver.



Returned to Initiator

The cost centre manager or VCA approver may return the form to you if there are changes that need to be made.

You will receive an email advising you that changes are required. Click on the link to access the form



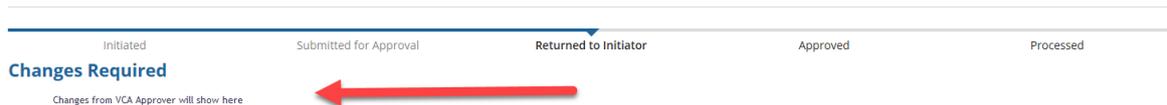
Online Administration with Appian

Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store.

The changes required will show at the top of the form.

Make the required changes and submit the form back to the VCA approver.

Resubmit Scholarships and Grants Payment Request



APPROVING THE SCHOLARSHIPS AND GRANTS PAYMENT REQUEST

Once a form is submitted, the cost centre manager or Vice Chancellor authorisation (VCA) delegate must review and approve, prior to the final request being sent to Scholarships and Prizes, who will then process the request and prepare the payments in SCMS.

If you are not the correct cost centre manager or Vice Chancellor authorisation (VCA) delegate, you will need to raise a service call through the [IT HELPDESK](#) for the form to be reassigned to another approver

There are 2 ways you can access the Scholarships and Grants Payment Request form for approval.

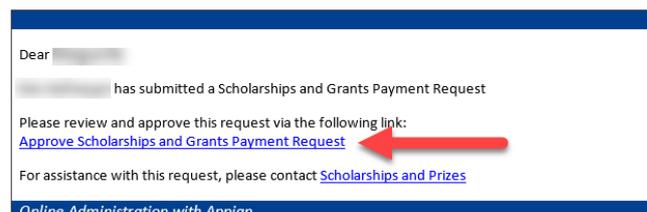
If you are a cost centre manager or a Vice Chancellor authorisation (VCA) delegate you will receive an email to say that a form has been submitted and requires approval.

Please note: If the form has not been actioned within 2 business days of receiving the initial notification, a reminder email will be sent to the approver.

If the task has still not been actioned 2 business days after the reminder email has been sent, an email will be sent to the initiator of the form to follow up. The form will then need to be reassigned for approval.

I. Access through email notification

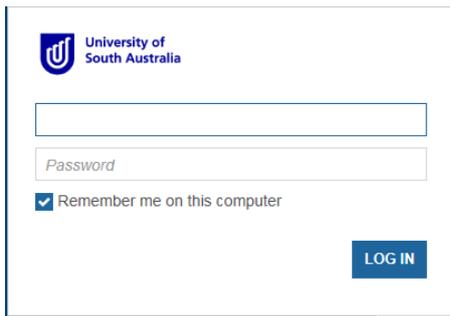
To access the form click on the hyperlink in the email.



Online Administration with Appian

Online Administration: Anywhere, Anytime, Any Device. Look for the UniSA Forms app in your mobile app store.

You may need to enter your University Network ID and password to enter the site.



A login form for the University of South Australia. It features the university logo at the top left. Below the logo are two input fields: the first is empty, and the second is labeled 'Password'. A checkbox labeled 'Remember me on this computer' is checked. A blue 'LOG IN' button is positioned at the bottom right of the form.

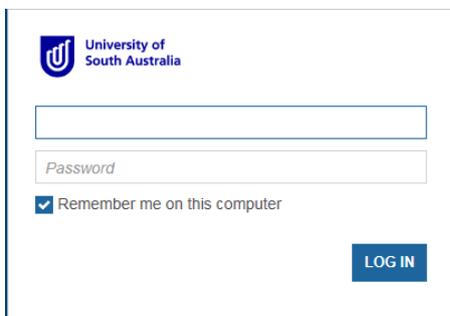
Continue to [Approving the form](#)

2. Access directly through Appian

If you have multiple forms to approve you can access these directly through Appian

Open the Appian link <https://bpi.unisa.edu.au/suite/>

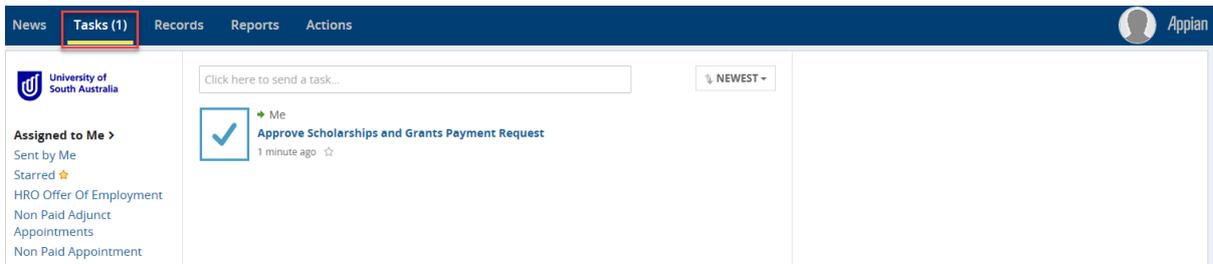
You may need to enter your University Network ID and password to enter the site



A login form for the University of South Australia, identical to the one above. It features the university logo at the top left. Below the logo are two input fields: the first is empty, and the second is labeled 'Password'. A checkbox labeled 'Remember me on this computer' is checked. A blue 'LOG IN' button is positioned at the bottom right of the form.

Under the **Tasks** heading, any forms that have been sent to you for approval will show.

Select the relevant form link that you wish to approve.



A screenshot of the Appian interface. The top navigation bar includes 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The 'Tasks (1)' tab is highlighted with a red box. On the right side of the navigation bar, there is a user profile icon labeled 'Appian'. The main content area shows a list of tasks. The first task is 'Approve Scholarships and Grants Payment Request', which is marked as 'Me' and '1 minute ago'. To the left of this task is a blue checkmark icon. Below the task list, there are several filter options: 'Assigned to Me >', 'Sent by Me', 'Starred ★', 'HRO Offer Of Employment', 'Non Paid Adjunct', 'Appointments', and 'Non Paid Appointment'.

Continue to [Approving the form](#)

Approving the form

The submitted Scholarships and Grants Payment Request will open.

Check the form to ensure that all of the entered details are correct.

Approve Scholarships and Grants Payment Request

Initiated → Submitted for Approval → Returned to Initiator → Approved → Processed

Division: ALS
School: RGY
Contact Person: Miss [redacted]
Alternate Email Address: [redacted]
Scholarship/Grant Name: Subsistence Allowance

Sub Ledger	Cost Centre	Cost Centre Description	Item Code	Item Code Description	% of payment
PG	0835-01	[redacted]	0445	Subsist Allowance - visiting Acad/Student	100
Total Percentage					100%

Donor Name: [redacted]
Payment Frequency: Fortnightly

Student ID	Student Name	Program Code	First Payment Date Required	Final Payment Date Required	Total Scholarship Amount Per Student	Account Name	BSB Number	Account Number
1102223	[redacted]	VSR	9 Jan 2017	13 Feb 2017	\$1,750.00	Student Account Name	123456	123456789
1102224	[redacted]	VSR	9 Jan 2017	13 Feb 2017	\$1,750.00	Student Account Name	123456	123456789
1102272	[redacted]	VSR	9 Jan 2017	13 Feb 2017	\$1,750.00			
Total Amount					\$5,250.00			

Comments: [redacted]
VCA Approver: Dr [redacted]

Approval
Comments: [redacted]

VCA Authorisation
 I approve the total scholarship amount for the above named students

RETURN TO INITIATOR APPROVE

You have the options to **Approve** or **Return to Initiator**



To **Approve** the form, ensure that the VCA Authorisation is ticked then click the **Approve** button. The form will be sent to the Scholarships and Prizes team for processing.

VCA Authorisation
 I approve the total scholarship amount for the above named students



You can **Return to Initiator** if the information is not correct. Please ensure that you provide information in the Comments section to ensure the initiator knows what changes are required before you select the **Return to Initiator** button. The form will then be returned to you for approval once the changes have been made.

Approval

Comments

Ensure you fill this section out if returning to the initiator



To be filled out if returning to initiator 62/2000 character(s) entered

GLOSSARY

Please follow this link [HERE](#) to view the full Glossary of University Terms for UniSA.