

UAMS Tuition & Fee Payment Process

This job aid supports departments or colleges' needs to pay a student's tuition and fees. This process consists of a request form and a workbook template to submit for approvals.

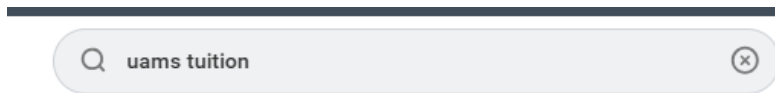
To complete this process, you must have security to view a student's profile. This is required because you will need to verify charges, the semester, and the student's ID number.

To make request a payment, complete the following steps:

COMPLETE THE WORKBOOK

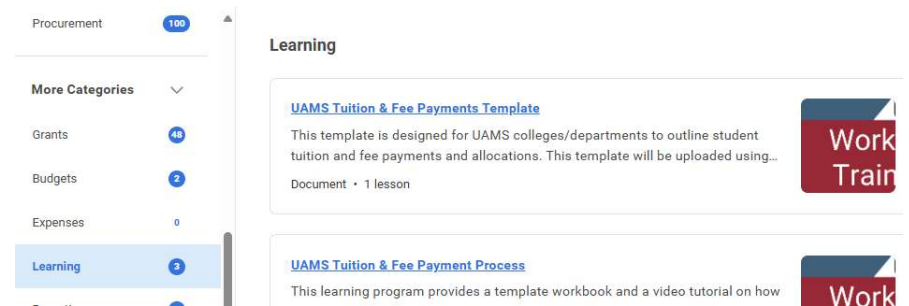
From the Workday home page:

1. Enter 'UAMS tuition' in the search bar and hit enter.



2. Locate and select Learning in the categories to the right. (**NOTE:** Your view might be different depending on the type of search set up you have selected and how your categories are set up.)

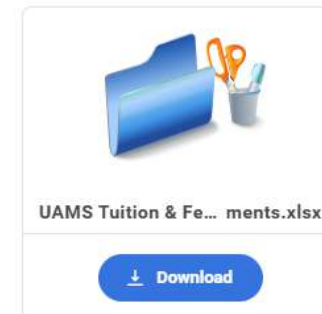
The *Learning* section will display.



3. Select the **UAMS Tuition & Fee Payments Template**.
4. The Learning document introduction page will appear.
5. Click on the blue icon labeled Download.

UAMS Tuition & Fee Payments Template

Download and review file to mark lesson as complete.

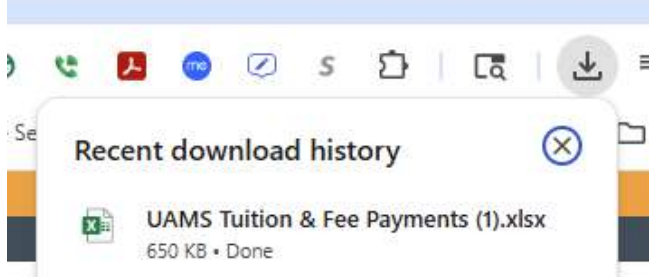


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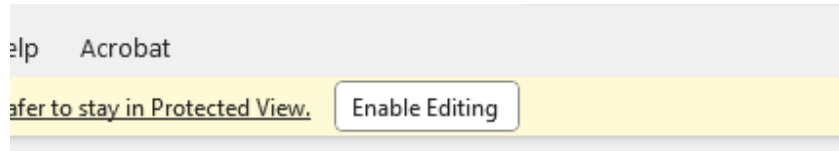
Academic

- The template will download, and you should see a small pop-up window appear in the upper right. If you don't see the pop-up window, locate the download icon in your web

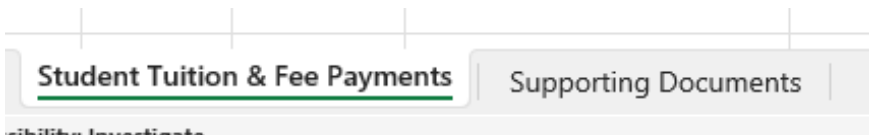
browser , select it to open the information.



- Select the excel spreadsheet template for this process.
- The excel spreadsheet will open. Click on the Enable Editing within the pale yellow bar. This will allow you to edit the document.



- Ensure that you have the Student Tuition & Fee Payment tab open.



- More than one student can be entered in the Workbook, with multiple funding sources.

NOTES	Student ID	Name	Academic Period	Academic Period Reference ID	Task	Amount	Micro Split	Allocation Split Flow	Fund	Cost Center	Code	Agency	Designated	O/L	Dist.	Function	Program	Project	Site	Assignment
EXAMPLE 1	100509293	Jane Doe	UAMS Fall 2025	ACADEMIC PERIOD UAMS FALL 2025	PHYSICAL T	1000	0000	1	1000	0000	0000	0000	0000							
EXAMPLE 1	100509293	Jane Doe	UAMS Fall 2025	ACADEMIC PERIOD UAMS FALL 2025	PHYSICAL T	1000	0000	2	1000	0000	0000	0000	0000							

(Do not remove the example lines that are highlighted in yellow)

- Complete the columns

- Leave Blank
- Enter the **Student ID** (not the employee's number)
- Enter the **Student Name**, first name then last name
- Use the Drop Down list to select the correct Academic Period

NOTES	Student ID	Student Name	Academic Period	Acad
EXAMPLE 1	100509293	Jane Doe	UAMS Fall 2025	ACAD
EXAMPLE 1	100509293	Jane Doe	UAMS Fall 2025	ACAD
	100264870	Aaliyah Arkansa	UAMS CHP Fall 20	AC
			UAMS CHP Physical T	
			UAMS CON Nurse Ar	
			UAMS CON Nurse Ar	
			UAMS CON Nurse Ar	
			UAMS Fall 2025	
			UAMS GRS Fall 2025	
			UAMS CHP Fall 2025	

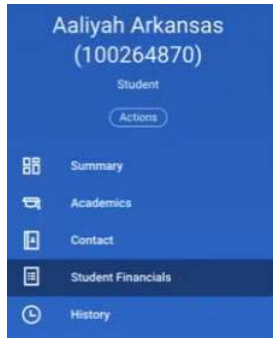
- Academic Period Reference ID** will default based on what you selected in column D.

If you are unsure of the correct semester, you can look it up on the student's record. In Workday, go to the

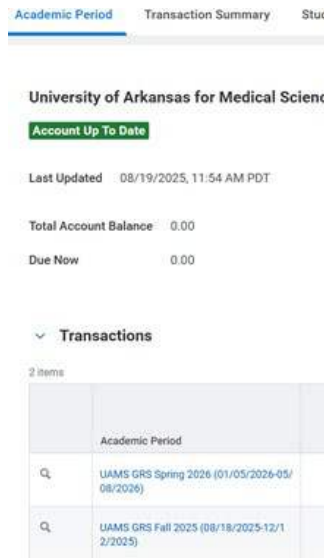
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student's profile page and select Student Financials on the right side blue bar.



On the right side, locate Academic Period. The Academic Period will be listed.



A	B	C	D	E
NOTES	Student ID	Student Name	Academic Period	Academic Period Reference ID
EXAMPLE 1	100509293	Jane Doe	UAMS Fall 2025	ACADEMIC_PERIOD_UAMS_FALL_2025
EXAMPLE 1	100509293	Jane Doe	UAMS Fall 2025	ACADEMIC_PERIOD_UAMS_FALL_2025
	100264870	Aaliyah Arkansas	UAMS CHP Fall 20	ACADEMIC_PERIOD_UAMS_CHP_FALL_2025

F. Enter the **Total Amount** the department or college will pay

G. The **Memo** field is an optional field. Additional information can be added.

Total Amount	Memo
2500	CHP
2679	Approved to pay full balance

H. **Allocation Split** – this is a line count field.

- Enter 1 for the first line
- Enter 2 for the second line
- Etc.....Enter as many lines as needed. (See the yellow highlighted lines as an example of using 2 funding sources to pay for the student Jane Doe)

I. **Split Row Amount** is the amount that the funding source will pay.

J. Enter the **Fund**

K. Enter the **Cost Center**

L. **AAUS Code** – optional field

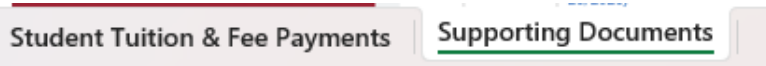
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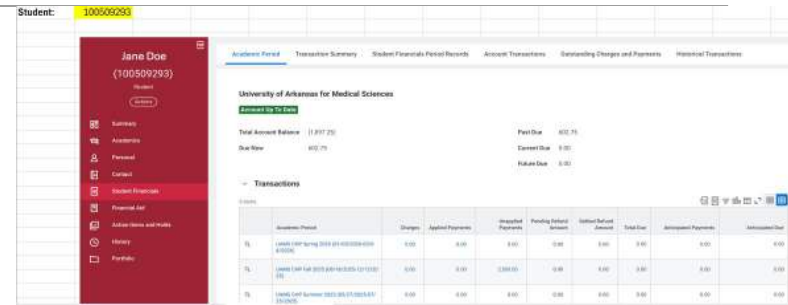
- M. **Agency** – optional field
- N. **Designated** – used for foundation funds
- O. **Gift** – optional field
- P. **Grant** – used if a grant is paying
- Q. Enter the appropriate **NACUBO**
- R. **Program** – used if associated with a program
- S. **Project** – used if associated with a project
- T. **Site**- optional field

H	I	J	K	L	M	N	O	P	Q	
Allocation Split	Row	Amount	Fund	Cost Center	AASIS Code	Agency	Designated	Gift	Grant	NACUBO Function
1	1000	FD101	CC003550							FN0450
2	1500	FD204	CC002025						GR022539	FN0170
1	2679	FD101	CC002926							FN0460

12. Locate and select the second tab – Supporting Documents. You must attached a copy of the Transaction Summary for backup.

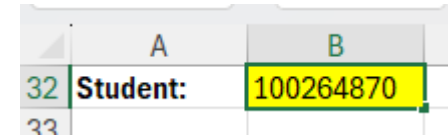


13. Line 1 – 31 This area shows an example of what to place on line 32 and below.

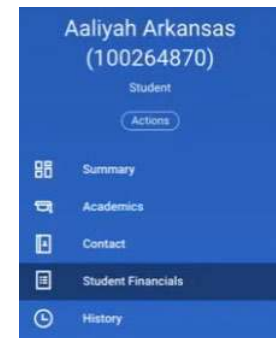


14. Scroll down to **Line 32**.

15. In column B of line 32, enter the Student's ID number



16. In Workday, go to the student's profile page and select Student Financials on the right side blue bar.

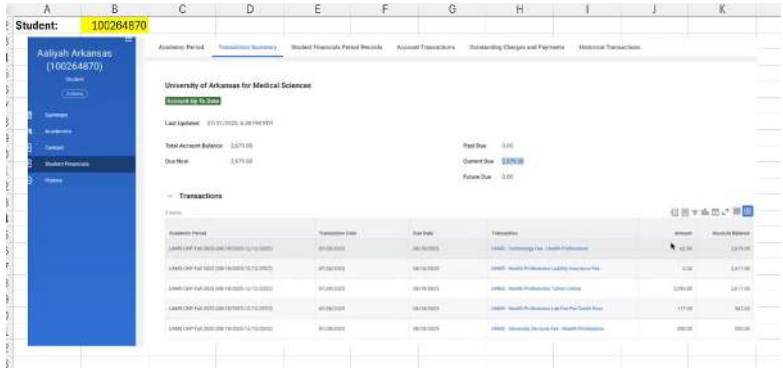


17. On the right side, locate and select Transaction Summary



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18. Make a screenshot/print screen of this page and paste it next to the student's ID number you have already entered on the Workbook.

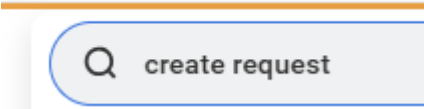


19. Repeat the student ID and screenshot for each student on the first tab.

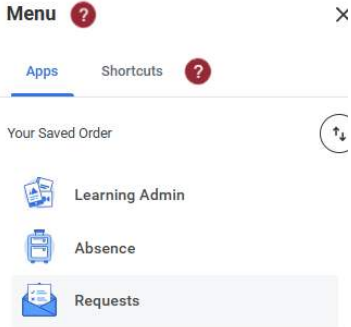
20. Save the Excel workbook spreadsheet to your computer so that you will be able to locate it in the following submission process.

Submitting the Workbook

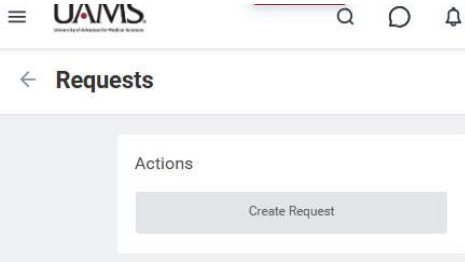
1. Either use the search bar and enter 'Create Request'



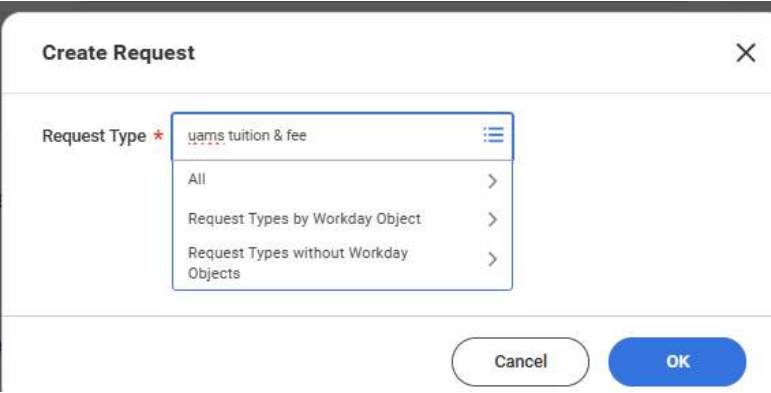
Or use the Menu to locate and click on Request,



and select 'Create Request'



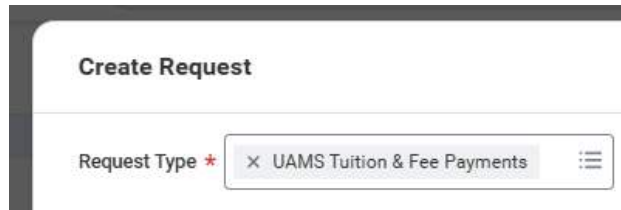
- 2. This will bring up the Create Request task.
- 3. Type UAMS Tuition & Fee in the field and hit enter.



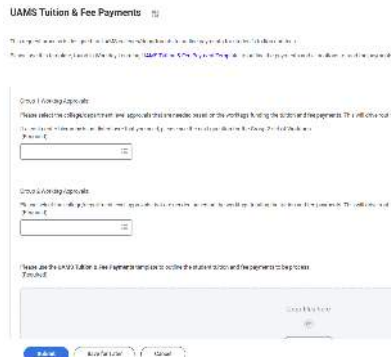
The UAMS Tuition & Fee payment will fill in

corresponds to your workbook.

Example: type in CHP and hit enter and all of the available CHP will appear.



4. Click OK
5. The UAMS Tuition & Fee Payment screen will appear



6. Completing Group 1 and 2 will route the request to the correct CCH approver based on the funding source you used for the payments.

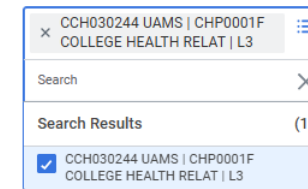
For Example – If the funding is a COM Microbiology grant, route it to Microbiology CCH for approval. If a funding source is the Cancer Institute, select the CCH for CI so it will route to the appropriate approver.

- **Group 1 Worktag Approvals** – Look through the drop-down list and find the one that is applicable for the allocations that you put on the workbook. Only select the ones that

Group 1 Worktag Approvals:

Please select the college/department level approver

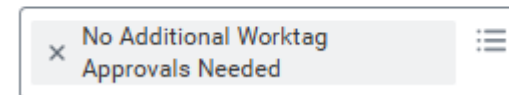
If a cost center hierarchy is not listed here that you must select (Required)



- **Group 2 Worktag Approvals** – Select additional CCH if another CCH is used in the funding source. If you are only using one funding source, select 'No Additional Worktag Approvals Needed.'

Group 2 Worktag Approvals:

Please select the college/department level approver (Required)



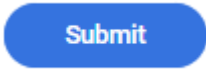
7. Upload your Workbook

Please use the **UAMS Tuition & Fee Payments** template to outline the student tuition and fee payments to be process. (Required)

UAMS Tuition & Fee Payments.xlsx
 ✓ Successfully Uploaded!

Comment:

8. Click Submit

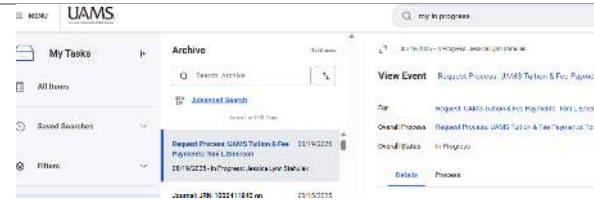


9. A pop-up box should appear to confirm submission and the first step in the workflow approval process.



Follow-up

Once you have submitted the request, you can locate it by going to My Task and look in the Archive. It will remain there for 90 days. It will show the details and process of your request.



You can run My In Progress Transactions to see if the request is still 'In Progress.'

My In Progress Transactions

Request Line	Request Type	Request Description	Status	Request ID	Request Date	Request Status	Request Description	Request Type	Request Description	Request Date	Request Status
1	Request	Request Process UAMS Tuition & Fee Payments: Toni L Emerson	In Progress	100244	08/19/2025	In Progress	Request Process UAMS Tuition & Fee Payments: Toni L Emerson	Request	Request Process UAMS Tuition & Fee Payments: Toni L Emerson	08/19/2025	In Progress

Cancel Process

As long as the request is still 'In Progress' you can cancel the request.

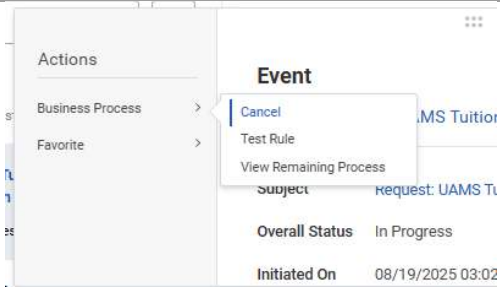
1. Bring up the request in your My Task.
2. It can be cancelled in two ways
 - a. Click the related actions at the end of the View Event line.



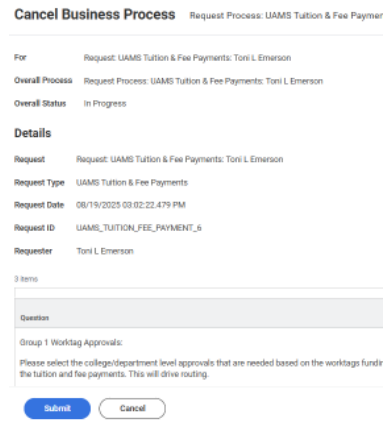
Click on Business Process and select Cancel

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A new screen will appear



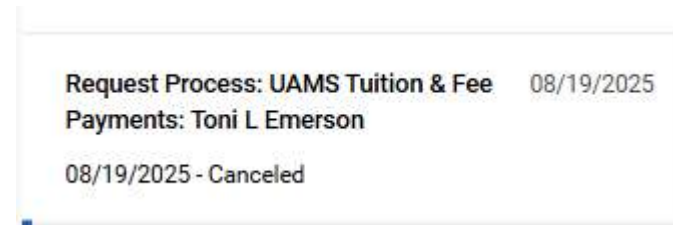
Click Submit

b. OR = On the Archive My Task – scroll to the bottom and click Cancel. The Cancel Business Process page will appear.

You must enter a comment for justification.

Click Submit to cancel the request.

c. Your archive My Task will change to Canceled



Error Message

If you receive a Grid Error message when submitting the form you are missing one of the three fields. Double check that you have answered Group 1, Group 2 and have uploaded the Workbook.