Fellowship Workflow System
Frequently Asked Questions
July, 2022

When can students expect their Fall term fellowship payment(s)?

- There are 5 fall monthly installment payments.
  - August, September, October, November, December

- Monthly Fellowships are scheduled to disburse the first day of each month. For months where the 1st day of the month lands on a weekend or holiday, the disbursement will occur on the next business day. Upon disbursement, please allow 3-5 business days for the funds to be applied to the student's Fee Bill and a refund generated.
- One lump sum disbursement will occur the first day of classes (if fellowship is awarded and processed prior to term start date). If fellowship is awarded after the term begins, payment will occur on the next Tuesday disbursement after the award is processed.

When can students expect their Spring term fellowship payment(s)?

- There are 4 Spring monthly installment payments.
  - January, February, March, April

- Each installment payment is disbursed from the Financial Aid Office on the first day of each month. For months where the 1st day of the month lands on a weekend or holiday, the disbursement will occur on the next business day. Upon disbursement, please allow 3-5 business days for the funds to be applied to the student's Fee Bill and a refund generated.
- One lump sum disbursement will occur the first day of classes (if fellowship is awarded and processed prior to term start date). If fellowship is awarded after the term begins, payment will occur on the next Tuesday disbursement after the award is processed.

When can students expect their Summer term fellowship payment(s)?

- There are 3 summer monthly installment payments.
  - May, June, July

- Each installment payment is disbursed from the Financial Aid Office on the first day of each month. For months where the 1st day of the month lands on a weekend or holiday, the disbursement will occur on the next business day. Upon disbursement, please allow 3-5 business days for the funds to be applied to the student's Fee Bill and a refund generated.
- One lump sum disbursement will occur on the next available Tuesday disbursement after award is processed.

How do I know if the fellowship award has been paid?

- The disbursed fellowship award will be posted to the student's UCONN fee bill.
- http://studentadmin.uconn.edu/
- All fellowships are 100% refundable to the student.
  - The student will receive a refund email notification.
- Student is responsible to pay his/her UCONN fee bill in full each term by the term due date.

How do I change or cancel an award that has been processed?

- Department Admin must create a **NEW** Fellowship Award with the **NEW TOTAL** amount.

➢ The FAO will make the adjustment to the overall award amount resulting in an increase, decrease, or cancellation of the fellowship award. This adjustment will be reflected on the student's fee bill.

I am trying to enter the student's PeopleSoft number and/or name in the Fellowship Workflow System with no success. What do I do?

➢ The student's **NETID** must be entered into the fellowship workflow system.

I do not know the student's NETID. What do I do?

➢ Use the **NETID** lookup table in the Student Admin System. http://studentadmin.uconn.edu/
➢ On the top dark blue menu bar, click on NetID/EmplID
  • Enter the student's Empl ID (PS number) and click submit.

I do not have access to the Student Admin System to view student's fee bill. How do I get access?

➢ Your supervisor or manager can submit the Student Admin Security request form on your behalf.
  • https://login.uconn.edu/cas/login?service=https%3A%2F%2Fweb2.uconn.edu%2Feaa%2Fsa%2Ftraining%2Fform.php#/intro
  • Request security to View Student Fee bill.

How do I look up a fellowship award in the Fellowship Workflow System?

➢ Log into the Fellowship Workflow System **View Page** and use the sort option on the top menu bar.
  • Click on Link https://financialaid.uconn.edu/fellowships/Click on Link *View, Search or Report on Submitted Fellowship Requests*

  View, Search or Report on Submitted Fellowship Requests

  • Choose sort options by clicking on column titles on blue menu bar
  • Refer to the Fellowship Workflow System documentation on Financial Aid web page

I am having difficulty submitting a fellowship award. What do I do?

➢ Refer to instructional documentation on Financial Aid's Web Page https://financialaid.uconn.edu/fellowships/Contact Fellowship Workflow Support by emailing fellowshipworkflow@uconn.edu