
Reassignment Processing

The following slides outlines the steps required to process a reassignment:

- Checklist for Reassignments
- Reassignment Do's and Don'ts
- Reassignment vs. Cancellation
- Dependencies and Constraints
- Creating a Reassignment
- Searching for a Reassignment

Checklist for Reassignments

Once an award has been disbursed (status = “Disbursed”) you can change the funding source using the Reassignment functionality in the FAA Admin Menu. Review the restrictions outlined in the reassignment checklist prior to processing a reassignment.

1	Source Award	✓
	Award must be disbursed *	✓
	Award status cannot be “rescinded”, “cancelled” or “declined”	✓
	Award amount must be greater than \$0	✓
	* <i>Non-disbursed awards should be cancelled</i>	

2	Target Fund	✓
	Aid fund must exist in Aid Year	✓
	Finance Fund must have sufficient budget available to spend in FIS	✓
	➤ Contact Fund Administrator if there any issues	✓
	Aid fund must have sufficient budget in BSA	✓
	➤ Submit a Budget Adjustment Request for BSA if the Spendable Amount needs to be increased	✓
	Effective dates of the fund must be within the start and end dates of the award	✓

Checklist for Reassignments

3	Source & Target Fund	✓
	Aid funds cannot be the same	✓
	Finance Funds and the Aid funds cannot be terminated/frozen	✓
	Processor code must match (i.e. Undergrad)	✓
	Status must match	✓
	Program stage must match (i.e. in-course)	✓
	Renewability indicator must match	✓

4	Student Eligibility	✓
	Student <u>must meet</u> eligibility criteria for new Target Fund	✓

Reassignment Do's and Don'ts

When processing a reassignment, do:



Create an Aid Fund Code for the target fund if it does not already exist

** Aid Fund Codes for previous Aid Years can only be created by Student Funding*



Contact the Fund Administrator to “disapprove” reassignments that should be cancelled



Always review the Reassignment checklist before submitting

When processing a reassignment, don't:



Cancel/revoke awards after submitting reassignment requests



Use a reassignment to change disbursement schedules

** Only done by Student Funding*



Use a reassignment to change payment amounts

** Only done by Student Funding*

Reassignment Do's and Don'ts

Source Fund		TO		Target Fund
Stipends		✓		Miscellaneous
Miscellaneous		✓		Stipends
Stipends		✓		Stipends
Miscellaneous		✓		Miscellaneous
In-course		✓		In-course
Entrance		✓		Entrance
Renewable		✓		Renewable
Undergraduate level		✓		Undergraduate level
In-course		✗		Entrance
Entrance		✗		In-course
Renewable		✗		Non-Renewable
Undergraduate level		✗		Graduate level

Reassignment vs. Cancellation

Awards should be cancelled for the following reasons only:

- Student is not eligible based on the terms of the award
- Student has left the University
- Student has changed program/department
- Student was overpaid
- Student received a duplicate payment
- *If no payment has been released, the cancellation/reduction can be completed. If any award payments have been released, the award will be put on HOLD until you notify us that the notation appears on the advising transcript.

Reassignment vs. Cancellation

Effects of cancelling awards on students:

- Charge to student's fee account, student must pay it
- Retro – cancellations – T4A tax receipt implications, income tax
- Award confirmation letters may have already been printed



Note: Disbursed awards should not be cancelled in order to change the funding source it was originally issued from. A reassignment should be requested in this case.

Dependencies and Constraints

- The fund has to be active in Finance (the day of processing the request).
- The fund has to be active in Finance during the reassigned payment dates.
- If the fund has been terminated in Finance, the FADM must be contact to have the fund re-opened in Finance.
- If the reassignment hits a grant, FADM approval is required.

Creating a Reassignment

Steps

1. Search for the existing disbursed award to be reassigned using **Award Summary/Search**.
2. The award details are displayed
 - Click on the **Reassign** button

Disbursement Schedule					
Scheduled	Paid	Method	Term	State	Amount
Jan 01, 2016	Oct 20, 2017	Accounts Payable	Winter 2016	Payment	\$100.00
Feb 01, 2016	Oct 20, 2017	Accounts Payable	Winter 2016	Payment	\$100.00
Mar 01, 2016	Oct 20, 2017	Accounts Payable	Winter 2016	Payment	\$100.00

Award Actions

Reassign

Back to Search

Creating a Reassignment

Steps

3. Type or Search for the **Target Aid Fund** (this is the new funding source for the award).
4. Enter the specific date range and/or transfer amount to be reassigned.
5. Submit the Request (Fund Administrator approval is required if the Target/Source fund is a stipend or agency fund)

* - indicates a required field.

* Target Aid Fund:	<input type="text"/>
	<input type="button" value="Search"/>
* Transfer Start:	<input type="text" value="01/01/2016"/> 
* Transfer End:	<input type="text" value="01/01/2016"/> 
Max Transfer Amount:	<input type="text"/>

Creating a Reassignment

Example 1: the total amount from the Source fund was transferred to the Target fund.

Source

Award Details)

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Target

Award Details)

Aid Fund:

FOAPAL:

Fund Title:

Fund Start Date: Jun 01, 1990

Fund End Date: Mar 31, 2022

Grant Year-End: Mar 31

Grant Termination Date: Mar 31, 2022

Status: Revoked - Replaced With New Award

Amount: \$0.00

Multi-Year: No

Created By:

Creation Date: Mar 24, 2016

Aid Fund:

FOAPAL:

Fund Title:

Fund Start Date:

Fund End Date: Apr 30, 2021

Status: Disbursed

Amount: \$300.00

Multi-Year: No

Created By:

Creation Date: Oct 20, 2017

Scheduled	Paid	Method	Term	State	Amount
Jan 01, 2016	Oct 20, 2017	Fund Transfer	Winter 2016	Payment	\$100.00
Feb 01, 2016	Oct 20, 2017	Fund Transfer	Winter 2016	Payment	\$100.00
Mar 01, 2016	Oct 20, 2017	Fund Transfer	Winter 2016	Payment	\$100.00
					\$0.00

➔ ➔

➔

\$0.00

\$300.00

Note:
the Method is a
"Fund Transfer"

Creating a Reassignment

Example 2: only a portion of the award has been reassigned, namely the April 1st and 15th payments.

Source (Award Details)						Target (Award Details)					
Aid Fund:						Aid Fund:					
FOAPAL:						FOAPAL:					
Fund Title:						Fund Title:					
Fund Start Date:		Apr 01, 2013				Fund Start Date:		Mar 01, 2007			
Fund End Date:		Mar 31, 2017				Fund End Date:		Mar 31, 2023			
Grant Year-End:		Mar 31				Grant Year-End:		Mar 31			
Grant Termination Date:		Mar 31, 2017				Grant Termination Date:		Mar 31, 2023			
Status:		Disbursed				Status:		Disbursed			
Amount:		\$2,897.34				Amount:		\$965.78			
Multi-Year:		No				Multi-Year:		No			
Created By:						Created By:					
Creation Date:		Nov 02, 2015				Creation Date:		Apr 27, 2016			
Scheduled	Paid	Method	Term	State	Amount	Scheduled	Paid	Method	Term	State	Amount
Jan 01, 2016	Jan 05, 2016	Accounts Payable	Winter 2016	Payment	\$482.89	Apr 01, 2016	Apr 27, 2016	Fund Transfer	Winter 2016	Payment	\$482.89
Jan 15, 2016	Jan 15, 2016	Accounts Payable	Winter 2016	Payment	\$482.89	Apr 15, 2016	Apr 27, 2016	Fund Transfer	Winter 2016	Payment	\$482.89
Feb 01, 2016	Feb 01, 2016	Accounts Payable	Winter 2016	Payment	\$482.89						
Feb 15, 2016	Feb 15, 2016	Accounts Payable	Winter 2016	Payment	\$482.89						
Mar 01, 2016	Mar 01, 2016	Accounts Payable	Winter 2016	Payment	\$482.89						
Mar 15, 2016	Mar 15, 2016	Accounts Payable	Winter 2016	Payment	\$482.89						
					\$2,897.34						\$965.78



Note:
the Method is a
“Fund Transfer”

Creating a Reassignment

Steps

5. Submit the request.

 **Note:** The fund administrator's approval is required if the Target/Source fund is a stipend or agency fund.

6. Once approval is complete, the reassignment will be processed.

7. Review your reassignment request(s) in Minerva > FAA Admin to ensure that it has been successfully processed.

Searching for a Reassignment

There are two ways to search for a submitted reassignment:

- one is on the Award Summary/Search;
- the other is on My Assignment/Reassignment Requests.

Financial Aid Administration Menu

Student Aid Administration Menu

For Scholarships and Student Aid staff: Search for financial aid application summaries & applications; manage student profiles; create applications.

Award Processing

For Faculty/Departmental/Other Awarding staff: Create award recipient(s) and disbursement schedule(s) to be submitted to the Awards Processing Support Service Student Aid Office.

Award Summary/Search

For Faculty/Departmental/Other Awarding staff: Search for awards; view award details; add comments; reassign award.

My Assignment/Reassignment Requests

For Faculty/Departmental/Other Awarding staff: View the statuses of your requests for award assignment/reassignment.



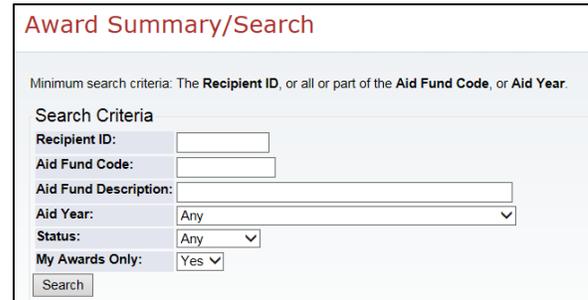
Searching for a Reassignment

Option 1

When searching via **Award Summary/Search**, the first step is search for the award record.

Once selected, go to the **Reassigned To** section to verify the status of the reassignment:

- **Request #XXXXX - [Status]**
- This request has been **[Approved]**.
- Click on the **Request #** to view details.



Award Summary/Search

Minimum search criteria: The **Recipient ID**, or all or part of the **Aid Fund Code**, or **Aid Year**.

Search Criteria

Recipient ID:

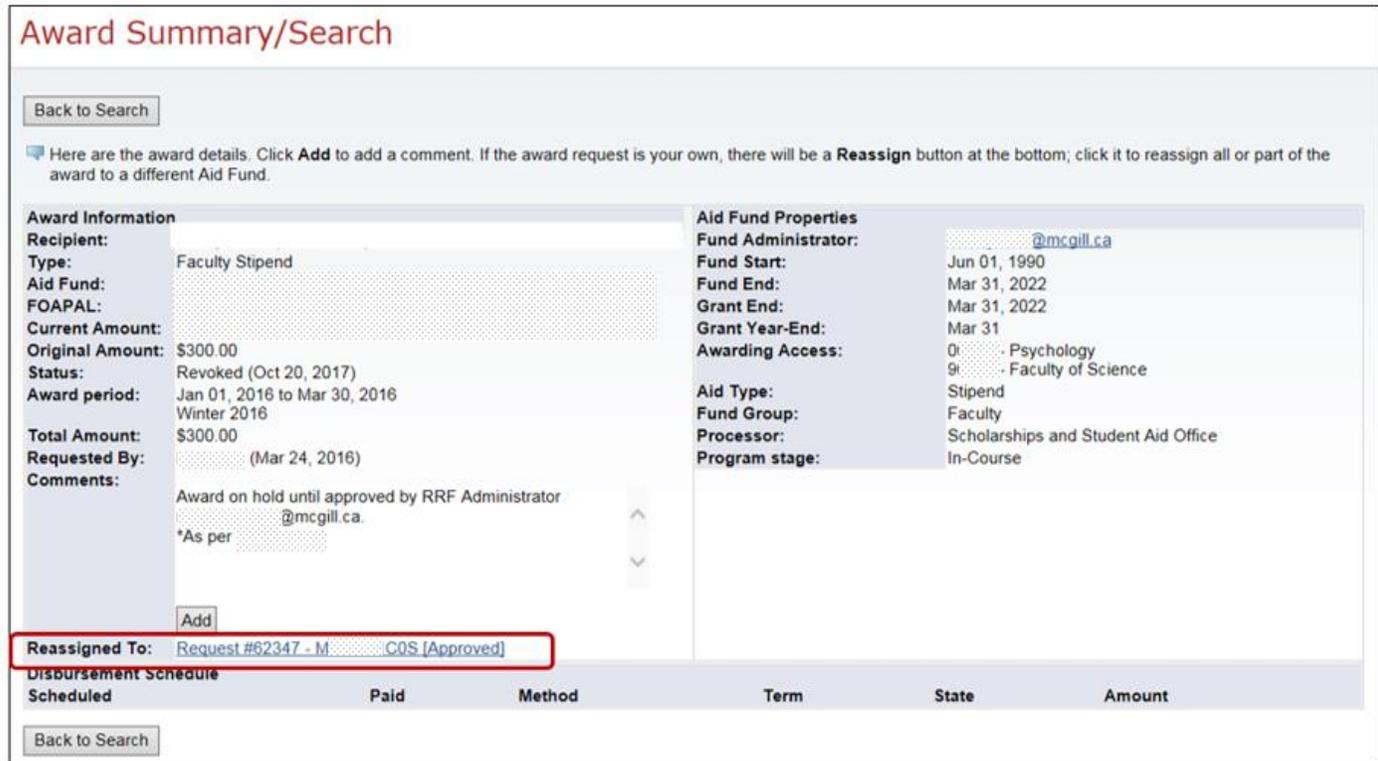
Aid Fund Code:

Aid Fund Description:

Aid Year:

Status:

My Awards Only:



Award Summary/Search

Here are the award details. Click **Add** to add a comment. If the award request is your own, there will be a **Reassign** button at the bottom; click it to reassign all or part of the award to a different Aid Fund.

Award Information	Aid Fund Properties
Recipient:	Fund Administrator: @mcgill.ca
Type: Faculty Stipend	Fund Start: Jun 01, 1990
Aid Fund:	Fund End: Mar 31, 2022
FOAPAL:	Grant End: Mar 31, 2022
Current Amount:	Grant Year-End: Mar 31
Original Amount: \$300.00	Awarding Access: 0: - Psychology 9: - Faculty of Science
Status: Revoked (Oct 20, 2017)	Aid Type: Stipend
Award period: Jan 01, 2016 to Mar 30, 2016	Fund Group: Faculty
Total Amount: \$300.00	Processor: Scholarships and Student Aid Office
Requested By: (Mar 24, 2016)	Program stage: In-Course
Comments: Award on hold until approved by RRF Administrator @mcgill.ca *As per	

Reassigned To: [Request #62347 - M: CQS \[Approved\]](#)

Scheduled	Paid	Method	Term	State	Amount
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Searching for a Reassignment

Option 2

When searching via **My Assignment/Reassignment Requests**, the first step is to verify the **Decision status** of the award record on the search page, and select the record to view details.

My Award Assignment/Reassignment Requests

The table below shows the award requests made by you. Click one of them to view details.

655 record(s) were found.

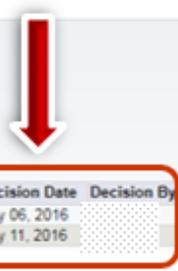
1 2 3 ... 21 22 23 ... 42 43 44

Jump to:

RowNum	Request#	Type	Aid Year	ID	Last Name	First Name	Source Aid Fund	Target Aid Fund	Decision	Decision Date	Decision By	Request Date	Request By
1	48434	Assignment							Approved	May 06, 2016		May 06, 2016	
2	48433	Assignment							Approved	May 11, 2016		May 06, 2016	

1 2 3 ... 21 22 23 ... 42 43 44

[Award Summary Search](#)



Searching for a Reassignment

Viewing the request details:

Request Status

This section displays the request's details (requested by, on which date, decision date, approved by, etc.)

Request Processing Settings

This section displays the transfer amount and transfer dates.

Source and Target (Award Details)

This section displays the impacted Aid Funds, both Source and Target.

Request Status

Type: Reassignment
Request #: 62347
Request By: I
Request Date: Oct 18, 2017
Decision: Approved
Decision By: I
Decision Date: Oct 20, 2017
Comments: Please provide any information regarding your decision below.
Save comments

Process Status: Completed successfully
Process Date: Oct 20, 2017
Process Message:

Request Processing Settings

Transfer Amount: \$300.00
Transfer Start Date: Jan 01, 2016
Transfer End Date: Mar 01, 2016
Link To Cand./Source: Yes

Source (Award Details)						Target (Award Details)					
Aid Fund:						Aid Fund:					
FOAPAL:						FOAPAL:					
Fund Title:						Fund Title:					
Fund Start Date:						Fund Start Date:					
Fund End Date:	Mar 31, 2022					Fund End Date:	Apr 30, 2021				
Grant Year-End:	Mar 31					Status:	Disbursed				
Grant Termination Date:	Mar 31, 2022					Amount:	\$300.00				
Status:	Revoked - Replaced With New Award					Multi-Year:	No				
Amount:	\$0.00					Created By:	I				
Multi-Year:	No					Creation Date:	Oct 20, 2017				
Created By:											
Creation Date:	Mar 24, 2016										
Scheduled	Paid	Method	Term	State	Amount	Scheduled	Paid	Method	Term	State	Amount
						Jan 01, 2016	Oct 20, 2017	Fund Transfer	Winter 2016	Payment	\$100.00
						Feb 01, 2016	Oct 20, 2017	Fund Transfer	Winter 2016	Payment	\$100.00
						Mar 01, 2016	Oct 20, 2017	Fund Transfer	Winter 2016	Payment	\$100.00
					\$0.00						\$300.00