

Third Party Contract: Payroll Deduction Authorization

- 1. Login to My.FSCJ.edu (IHUB)
- 2. Click on the Main Menu, Campus Solutions, Student Financials, Payment Plans, Third Party Contract, Term Session Specific, Term Session Specific

Main Menu 🔹 > Campus Solutions 🔹 Student Financials 🔹 Payment Plans 🔹 Third Party Contract 🔹 Term Session Specific 🔹 Term Session Specific

3. Business Unit should default to FSCJ1 or use the Look Up 🛄 and choose FSCJ1

ECO.	CTL	IDE	
ENC:	S III		
1.00	0.10		

Enter any information you have and click Search. Leave fields blank for a list of all values.

/alue		
= 🔻	FSCJ1	
begins with v]0
begins with ${\bf v}$		Q
begins with v		
= •	Active	Ŧ
begins with ${\rm \bullet}$		
ar <u>Basic Se</u>	arch	teria
	ar Basic Se	ar Basic Search E Save Search Crive

4. Enter Contract Number or External Org ID.

- a. Term_FSCJ_Employee (External Org ID: 3500138)
- b. Term_FSCJ_Dependent (External Org ID: 3500139)
- c. Term_50MaxEmpl_Nonstdfees (External Org ID: 3500138)
- d. Term_50Max_Dependents (External Org ID: 3500139)

FSC_TA_STUDENT

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing	/alue		
Search Criteria			
Business Unit:	= •	FSCJ1	Q
Contract Number:	begins with v		
External Org ID:	begins with v		
Description:	begins with v		
Contract Status:	= •	Active	Ŧ
External Contract:	begins with V		
Case Sensitive			
Search Cle	ar Basic Se	arch 📳 Save Search Cri	iteria

Example 1: 2182_FSCJ_Employee

FSC_TA_STUDENT

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing	Value		
Business Unit: Contract Number: External Org ID: Description:	= ▼ begins with ▼ begins with ▼ begins with ▼	FSCJ1 2182_FSCJ_EMPLOYEE	a a (
External Contract:	= ▼ begins with ▼	Active	
Search	ear Basic Se	arch 📳 Save Search Cri	teria

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Example 2: External Org ID: 3500138

Find an Existing Value						
Search Criteria						
Business Unit:	= V	FSCJ1				
External Org ID:	begins with	3500138	~			
Contract Status:	= V	Active	」 ▼			
Case Sensitive						
Search Cle	ear Basic Se	arch 📳 Save Search Cri	<u>teria</u>			

5. Click Search

FSC_TA_STUDENT

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing	Value		
Search Criteria			
Business Unit:	= 🔻	FSCJ1	Q
Contract Number:	begins with V	2182_FSCJ_EMPLOYEE	Q
External Org ID:	begins with v		Q
Description:	begins with v]
Contract Status:	= •	Active	•
External Contract:	begins with v		
Case Sensitive			
Search	ear Basic Se	arch 📳 Save Search Cri	teria

Example: External Org ID: 3500138. Once you enter the External Org ID and click Search, a list of the contracts will appear below. Pay close attention to the Term associated with the contract.

Find an Exis	ting Value							
Search Crit	eria							
Business Uni	t: = ▼	FSCJ1	Q					
Contract Nun	begins with V		Q					
External Org	ID: begins with V	3500138	Q	∕—				
Description:	begins with <							
Contract Stat	us: = 🔻	Active			I			
External Con	tract: begins with V							
Case Sens	itive							
Search	Clear Basic Se	earch 📳 Save	Search Criteri	<u>a</u>				
Assest Desults								
Search Re	suits							
View All	M						First	1-6 of 6 🚺 Last
Business Unit	Contract Number		External Org ID	Description			Contract Status	External Contract
FSCJ1	185_FSCJ_EMPLOY	(EE	3500138	FSCJ EMPLO	YEE TUITION	ASSISTAN	Active	(blank)
FSCJ1	185_50MAXEMPL_N	NONSTDFEES	3500138	FSCJ EMPLO	YEE TUITION	ASSISTAN	Active	(blank)

(blank)

(blank)

6. Click the + to add the student to the contract

Assign Students to Third Party

Business Unit: External Org ID:	FSCJ1 3500138	Contract Status:	Number:	2185_FSCJ_EI Active	MPLOYEE
Contract Maximum:	2,000,000.00 USD	Total Cha	arges:	32,896.0	1 USD
Date Type:	Term				
Term:	2185 Summer 2018				
Start Date:		End Date	:		
Acad Year:					
				Find View Al	. First 🚺 1-3 of 35 🕨 Last
*ID		Student Max	Status	<u>Find</u> <u>View Al</u> Priori	First 🚺 1-3 of 35 🛛 Last
*ID Course List		Student Max	Status	<u>Find View Al</u> Priori] First 🚺 1-3 of 35 🛛 <u>Last</u> ty
*ID Course List 1002014	Gators. Gillette	Student Max 20,000.00 U	Status SD Active	Find View Al Priori	First 1-3 of 35 Last ty P9 Post + -
*ID Course List 1002014	Gators. Gillette	Student Max 20,000.00 U Additional Details	Status SD Active Enrollment	Find View Al Priori 99999 Details	Pirst 1-3 of 35 Last ty P9 Post + -
*ID Course List 1002014	Gators. Gillette	Student Max 20,000.00 U Additional Details 20,000.00	Status SD Active Enrollment Active	Find View Al Priori 99999 Details 99999	First 1-3 of 35 Last ty P9 Post + = 99 Post + =

FSCJ1 2182_FSCJ_EMPLOYEE 3500138 FSCJ EMPLOYEE TUITION ASSISTAN Active

FSCJ1 2182_50MAXEMPL_NONSTDFEES 3500138 FSCJ EMPLOYEE TUITION ASSISTAN Active

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7. Enter the student's name in the ID Course List section. The student's name will appear.

		•			
Business Unit: External Org ID:	FSCJ1 3500138	Contrac Status:	Number:	2185_FSCJ_EM Active	PLOYEE
Contract Maximum:	2,000,000.00 USD	Total Ch	arges:	32,896.01	USD
Date Type:	Term				
Term:	2185 Summer 2018				
Start Date:		End Dat	e:		
Acad Year:					
				Find View All	First 🚺 1-3 of 35 🕨 Las
*ID		Student Max	Status	<u>Find View All</u> Priority	First 🚺 1-3 of 35 🛯 Las
*ID Course List		Student Max	Status	<u>Find View All</u> Priority	First 🚺 1-3 of 35 D Las
*ID Course List 1002014	Gators, Gillette	Student Max 20,000.00 U	Status SD Active	Find View All Priority	First I 1-3 of 35 I <u>Las</u> / 9 Post +
*ID Course List 1002014	Gators, Gillette	Student Max 20,000.00 U Additional Details	Status SD Active Enrollmen	Find View All Priority 99999 t Details	First I 1-3 of 35 <u>Las</u>
*ID Course List 1002014	Gators, Gillette	Student Max 20,000.00 U <u>Additional Details</u> 20,000.00	Status SD Active Enrollmen Not Pos	Find View All Priority 99999 t Details 999999	First I 1-3 of 35 Lax 9 Post + -

Assign Students to Third Party

8. Click Post. Notice that in the Status column it is showing "Not Posted."

Assign Students to Third Party

Business Unit: External Org ID:	FSCJ1 350013	38		Contract Number: Status:	2185_FSCJ_EM Active	PLOYEE
Contract Maximum:	2,000,	000.00 USD		Total Charges:	32,896.01	USD
Date Type:	Term					
Term:	2185	Summer 2018				
Start Date:				End Date:		
Acad Year:						
					Find View All	First 🚺 1-3 of 35 🕻
*ID Course List			Student Max	Statu	s Priority	

Course List			
1002014 🔍	Gators, Gillette	20,000.00 USD Active V 9999	99 Post + -
		Additional Details Enrollment Details	
1006761 Q	Shower, April	20,000.00 Not Posted V 9999	99 Post + -
Q		Additional Details Enrollment Details	

Last

9. In the **Status Column**, it should reflect **Active**, now that it has been posted.

Assign Stude	ents to Third Party					
Business Unit: External Org ID:	FSCJ1 3500138	Contract Status:	Number:	2185_FSCJ_EM	PLOYEE	
Contract Maximum:	2,000,000.00 USD	Total Cha	arges:	35,393.63	USD	
Date Type:	Term					
Term:	2185 Summer 2018					
Start Date:		End Date	:			
Acad Year:						
				Find View All	First 🚺 1-3 of 35	▶ Last
*ID		Student Max	Status	Priority	,	
Course List	Gators, Gillette	20.000.00 U	SD Active	▼ 999999	Post	+-
		Additional Details	Enrollment	Details		
1006761	Shower, April	20,000.00	Active	999999	Post	+-
900004579	urse List for emplid:1006761	Additional Details	Enrollment	Details		

10. Click on Additional Details. Add Employee's EMP ID on Reference Nbr line. If the student is a Dependent, add the Employee's EMP ID only. *Do not enter name of employee*.

Student Contract Details

Business Unit:	FSCJ1
Contract Number:	2185_FSCJ_EMPLOYEE
ID:	1006761
Reference Nbr:	
User Defined 1:	
User Defined 2:	
User Defined 3:	
User Defined 4:	
User Defined 5:	
OK Canc	el Refresh

11. Add Student Financial Services Staff's Name & Date Entered on User Defined 1: Line.

Student Contract Details

Business Unit:	FSCJ1
Contract Number:	2185_FSCJ_EMPLOYEE
ID:	1006761
Reference Nbr:	1006761
User Defined 1:	Amy Li 2/14/18
User Defined 2:	
User Defined 3:	
User Defined 4:	
User Defined 5:	
OK Canc	el Refresh

12. Click OK

Student Contract Details

Business Unit:	FSCJ1			
Contract Number:	2185_FSCJ_EMPLOYEE			
ID:	1006761			
Reference Nbr:	1006761			
User Defined 1:	Amy Li 2/14/18			
User Defined 2:				
User Defined 3:				
User Defined 4:				
User Defined 5:				
OK Cancel Refresh				

13. Click Save

Assign Students to Third Party

Business Unit:	FSCJ1	Contract N	umber:	2185_FSCJ_EMP	LOYEE	
External Org ID:	3500138	Status:		Active		
Contract Maximum:	2,000,000.00 USD	Total Charg	Total Charges: 35,393.63 USD			
Date Type:	Term					
Term:	2185 Summer 2018					
Start Date:		End Date:				
Acad Year:						
				Find View All	First 🚺 1-3 of 35	D Last
*ID		Student Max	Status	Priority		
Course List						
1002014	Gators, Gillette	20,000.00 US	Active	▼ 999999	Post	+ =
		Additional Details	Enrollment	Details		
1006761	Shower, April	20,000.00	Active	▼ 999999	Post	•
900004579 C	ourse List for emplid:1006761	Additional Details	Enrollment	Details		
1013846		20,000.00	Active	▼ 999999	Post	+ -
	Louis, Bood	Additional Details	Enrollment	Details		
Corp Accounts						
		_				
Save Return to S	Search 🔄 Notify 🗘 Refresh					

14. Go to **View Customer Accounts** to confirm student was added to the contact. If student has special fees outstanding, go to Step 4 and follow the procedures.

Business Shower.	Unit: FSCJ1	IC): 1	006761	Academic Inform	mation	*	
Total:	0.00	Α	nticipated Aid: 0	.00				
					Find View A	All 🛛 First 🗹	1-2 of 2	Last
Account Tuition Tuition	t Type Account Number TUITION001 - Summer TUITION001 - Spring 20	2018 018	Balance 0.00 USD 0.00	Open Date 02/21/2018 01/29/2018	Status Active <u>Ac</u> Active <u>Ac</u>	count Details	14 P 14 P	
Go to: [Detail Trans <u>Item Summary</u> o Search 🖃 Notify	<u>Items by Term</u>	Items by Date	<u>Due Charges</u>	Payment Pl	ans		

Customer Accounts

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