FLORIDA STATE COLLEGE
AT JACKSONVILLE™

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**

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 🔍
Contract Number:	begins with ▾	🔍
External Org ID:	begins with ▾	🔍
Description:	begins with ▾	
Contract Status:	= ▾	Active ▾
External Contract:	begins with ▾	

☐ Case Sensitive

[Search]   [Clear]   Basic Search 💾 Save Search Criteria

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 Value

▼ **Search Criteria**

Business Unit:	= ▼	FSCJ1
Contract Number:	begins with ▼	
External Org ID:	begins with ▼	
Description:	begins with ▼	
Contract Status:	= ▼	Active ▼
External Contract:	begins with ▼	

☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

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

▼ **Search Criteria**

Business Unit:	= ▼	FSCJ1
Contract Number:	begins with ▼	2182_FSCJ_EMPLOYEE
External Org ID:	begins with ▼	
Description:	begins with ▼	
Contract Status:	= ▼	Active ▼
External Contract:	begins with ▼	

☐ Case Sensitive

[Search]   [Clear]   Basic Search   💾 Save Search Criteria

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Example 2: External Org ID: 3500138

Find an Existing Value

Search Criteria

Business Unit: = ▼ FSCJ1 🔍
Contract Number: begins with ▼ 🔍
External Org ID: begins with ▼ 3500138 🔍 ⬅
Description: begins with ▼
Contract Status: = ▼ Active ▼
External Contract: begins with ▼

☐ Case Sensitive

Search | Clear | Basic Search 💾 Save Search Criteria

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 🔍
Contract Number: begins with ▼ 2182_FSCJ_EMPLOYEE 🔍
External Org ID: begins with ▼ 🔍
Description: begins with ▼
Contract Status: = ▼ Active ▼
External Contract: begins with ▼

☐ Case Sensitive

⬆ Search | Clear | Basic Search 💾 Save Search Criteria

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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 Existing Value

▼ Search Criteria

Business Unit:	= ▼	FSCJ1	🔍
Contract Number:	begins with ▼		🔍
External Org ID:	begins with ▼	3500138	🔍
Description:	begins with ▼		
Contract Status:	= ▼	Active ▼	
External Contract:	begins with ▼		

☐ Case Sensitive

[Search] [Clear] Basic Search 🖫 Save Search Criteria

Search Results

View All					First ◀ 1-6 of 6 ▶ Last
Business Unit	Contract Number	External Org ID	Description	Contract Status	External Contract
FSCJ1	2185_FSCJ_EMPLOYEE	3500138	FSCJ EMPLOYEE TUITION ASSISTAN	Active	(blank)
FSCJ1	2185_50MAXEMPL_NONSTDFEES	3500138	FSCJ EMPLOYEE TUITION ASSISTAN	Active	(blank)
FSCJ1	2182_FSCJ_EMPLOYEE	3500138	FSCJ EMPLOYEE TUITION ASSISTAN	Active	(blank)
FSCJ1	2182_50MAXEMPL_NONSTDFEES	3500138	FSCJ EMPLOYEE TUITION ASSISTAN	Active	(blank)

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

Assign Students to Third Party

Business Unit:	FSCJ1	Contract Number:	2185_FSCJ_EMPLOYEE
External Org ID:	3500138	Status:	Active
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 ▶ Last
*ID	Student Max	Status	Priority	
Course List				
1002014 🔍 Gators. Gillette	20,000.00 USD	Active ▼	999999	Post	+ −
	Additional Details	Enrollment Details		
🔍	20,000.00	Active ▼	999999	Post	+ −
	Additional Details	Enrollment Details		

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

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

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

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.*

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   Cancel   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	
External Org ID:	3500138	
Contract Maximum:	2,000,000.00 USD	
Date Type:	Term	
Term:	2185 Summer 2018	
Start Date:		
Acad Year:		

Contract Number:	2185_FSCJ_EMPLOYEE
Status:	Active
Total Charges:	35,393.63 USD
End Date:	

Find | View All   First ◄ 1-3 of 35 ► Last

*ID		Student Max	Status	Priority	
Course List					
1002014 🔍	Gators, Gillette	20,000.00 USD	Active ▼	999999	Post ➕➖
		Additional Details Enrollment Details			
1006761 🔍	Shower, April	20,000.00	Active ▼	999999	Post ➕➖
900004579	Course List for emplid:1006761	Additional Details Enrollment Details			
1013846 🔍	Louis, Boba	20,000.00	Active ▼	999999	Post ➕➖
		Additional Details Enrollment Details			

Corp Accounts

💾 Save   🔍 Return to 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.

Customer Accounts

Business Unit:	FSCJ1			
Shower, April		**ID:**	1006761	Academic Information ★
Total:	0.00	**Anticipated Aid:** 0.00		

Find | View All   First ◄ 1-2 of 2 ► Last

Account Type	Account Number	Balance	Open Date	Status	
Tuition	TUITION001 - Summer 2018	0.00 USD	02/21/2018	Active	Account Details 📧📝💬
Tuition	TUITION001 - Spring 2018	0.00	01/29/2018	Active	Account Details 📧📝💬

Go to: Detail Trans   Item Summary   Items by Term   Items by Date   Due Charges   Payment Plans

🔍 Return to Search   📧 Notify

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