OGA Overview & Entering Costing on an Appointment

The Online Graduate Appointments application is the one stop shop for campus constituents wishing to offer one or more of their graduate students any of the following: tuition scholarships, fellowships, service stipends, etc. OGA is not a system for hiring hourly graduate students.

https://webapps.ohio.edu/oga/

As user types in account number, OGA will drop down with a list of options. Users must select the account they wish to use. With the new Chart of Accounts, the user may enter a GL cost center or a Grants account.

With the new Chart of Accounts, OGA will:
- Require new account number
- Require new object code

With the new Chart of Accounts, OGA will not:
- Change how appointments are entered
- Change how appointments are approved
- Change any of the workflow

Optional Activity Codes:
The following are optional Shared Activity Codes for creating appointments:

1015 – Unrestricted Graduate Appointment
1020 – Restricted Graduate Appointment

Please see your planning unit’s financial department for guidance on Activity.

Graduate Appointment Function Definitions

<table>
<thead>
<tr>
<th>Award Scenario</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Stipend</td>
<td>Function should be used to categorize the purpose of the spending or work being completed. (e.g.; 40 – Academic Support; 20 – University Research) When awarding GRS, please use same account number for both the partial stipend and scholarship awards.</td>
</tr>
<tr>
<td>Tuition Scholarship</td>
<td>Function must be the same as the associated service stipend. If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.</td>
</tr>
<tr>
<td>Fellowship</td>
<td>Fellowship awards cannot have a work requirement. Planning units must use Function 72.</td>
</tr>
<tr>
<td>Grad General Fee Fund</td>
<td>The OGA system will now force the creator to input their account number for the general fee buy down of $134 per semester, if the tuition scholarship is equal to or greater than half. Function must be the same as the associated service stipend. If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.</td>
</tr>
<tr>
<td>Non-Resident Surcharge Award</td>
<td>Function must be the same as the associated service stipend. If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.</td>
</tr>
<tr>
<td>Other Awards</td>
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</tr>
</tbody>
</table>

If using a PTA, Function is automatically derived from auto-accounting. If awarding a stipend on a PTA and a tuition scholarship on an operating account, the function must follow the rules listed above for tuition scholarship.
Service Stipends

Service stipends carry a work requirement. **Units must use the appropriate Function to categorize the work that is to be performed.** When there is a work requirement, Function 72 cannot be charged. Function should be used to categorize the purpose of the spending or work being completed. (e.g.; 40 – Academic Support; 20 – University Research) When awarding GRS, please use same account number for both the partial stipend and scholarship awards. **Object Code: 706110 – Graduate Assistant Stipend**
**Tuition Scholarship**

Function must be the same as the associated service stipend. If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.

**Object Code:** 752100 – Graduate Instructional Fee Waiver  
**Object Code:** 752300 – Graduate Recruitment Scholarship (GRS)
Other Awards including Fellowships
Function must be the same as the associated service stipend. If a tuition scholarship is awarded with a Fellowship and no service stipend, the Function must be 72.

Object Code: 706130 – Fellowships
Object Code: 752500 – Graduate General Fee Scholarship
Object Code: 752100 – Graduate Instructional Fee Waiver and Non-Resident Surcharge award
Object Code: 752220 – Graduate Student Health Insurance Subsidy

Need Assistance?
For account conversion, login to Oracle Business Intelligence (OBI) and navigate to the Finance Lookup dashboard page under the Finance & Administration Dashboards section. For assistance with accounts, please contact your CFAO or their delegate(s). The Graduate College is unable to answer account specific questions. For additional Function information, please refer to the Function Quick Reference Guide.