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/](https://webapps.ohio.edu/oga/)

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.; 10 – Instruction; 20 – University Research). GA's that serve in a support or administrative role for Instructional departments are considered a function of Instruction, even if they are not teaching.</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>Grad General Fee Scholarship</td>
<td>Function must be the same as the associated service stipend*. 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. 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 &amp; Other Awards</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>
</tbody>
</table>

*There are certain cases where an Auxiliary might pay a Service Stipend with an Auxiliary function & a College might pay the Tuition Scholarship, etc. with a different function. This is an example of an acceptable variation to the rules above. There may be other cases of functions that are different as costs may be split between depts.
Service Stipends
Service stipends carry a work requirement. **Units must use the appropriate Function to categorize the work that is to be performed.** Since 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.; 10 – Instruction; 20 – University Research)

**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: 752100 – Graduate Instructional Fee Waiver and Non-Resident Surcharge award**

**Object Code: 752500 – Graduate General Fee Scholarship**

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**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.