

**AUTOMATED STIPEND PROCESS TIMELINE FY 10/11  
DISBURSEMENTS AND TRAVEL SERVICES (DTS)**

Updated June 26, 2010

SEPTEMBER 2010						
S	M	T	W	T	F	S
28	29	30	1☺	2①	3②	4
5	6☒	7	8③	9④	10⑤	11
12	13⑥	14⑦	15☺	16	17	18
19	20①	21②	22	23③	24④	25
26	27⑤	28⑥	29	30⑦		

  

OCTOBER 2010						
S	M	T	W	T	F	S
					1☺	2
3	4	5①	6②	7	8③	9
10	11☒④	12⑤	13⑥	14⑦	15☺	16
17	18	19	20①	21②	22	23
24	25③	26④	27⑤	28⑥	29⑦	30
31						

  

NOVEMBER 2010						
S	M	T	W	T	F	S
	1☺	2	3①	4②	5	6
7	8③	9④	10⑤	11⑥☒	12⑦	13
14	15☺	16	17①	18②	19	20
21	22③	23④	24⑤	25☒	26	27
28	29⑥	30⑦				

  

DECEMBER 2010						
S	M	T	W	T	F	S
			1☺	2	3①	4
5	6②	7	8③	9④	10⑤	11
12	13⑥	14⑦	15☺	16①	17②	18
19	20	21③	22④	23⑤	24	25☒
26	27⑥	28⑦	29	30	31☺	

  

☺ ACH deposit in transit to checking/saving accounts; checks to JPL Fiscal Services  
 ☒ Deadline for FY 10/11 awards to Scholarship Office (Reference HOP 5.15)  
 ☒ Bank Holiday  
 ■ UTSA Holiday

**THE CYCLES**

1.1

There are two cycles each month – the primary cycle that pays on or near the 1<sup>st</sup> of each month and the pickup cycle for records that were not processed in the primary cycle that pays on or near the 15<sup>th</sup> of each month. Each term begins with a cycle “1.1”.

1.2

2.1

**Calendar Key**

① Award information has to be posted to RPAAWRD by close of business for inclusion in the current cycle. At 7:00 PM, OIT runs job to fetch registered students that have \$ amounts posted to RPAAWRD.

2.2

② At 8:00 AM, DTS receives and reviews award report and initiates corrections as needed. At 1:30 PM, Departments may begin to approve/disapprove.

3.1

③ Departments complete approve/disapprove by close of business

3.2

④ OSP begins review of 26 accounts

⑤ OSP completes review and approval of 26 accounts by close of business. OIT updates student records at 7:00 PM

4.1

⑥ DTS receives approved records report and list of associated DEFINE documents and begins review process.

Foreign student DEFINE documents FYA'd to Payroll for review.

4.2

⑦ DTS completes approval of U.S. Citizens & Payroll

1.1

completes approval of foreign students (assuming all required documentation has been submitted) by close of business

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JANUARY 2011						
S	M	T	W	T	F	S
26	27	28	29	30	31 ☺	1 ☒
2	3	4 ①	5 ②	6	7 ③	8
9	10 ④	11 ⑤	12 ⑥	13 ⑦	14 ☺	15
16	17	18	19	20 ①	21 ②	22
23	24	25 ③	26 ④	27 ⑤	28 ⑥	29
30	31 ⑦					
FEBRUARY 2011						
S	M	T	W	T	F	S
		1 ☺	2	3 ①	4 ②	5
6	7	8 ③	9 ④	10 ⑤	11 ⑥	12
13	14 ⑦	15 ☺	16	17 ①	18 ②	19
20	21 ☒	22 ③	23 ④	24 ⑤	25 ⑥	26
27	28 ⑦					
MARCH 2011						
S	M	T	W	T	F	S
		1 ☺	2	3 ①	4 ②	5
6	7	8 ③	9 ④	10 ⑤	11 ⑥	12
13	14 ⑦	15 ☺	16	17	18	19
20	21	22 ①	23 ②	24	25 ③	26
27	28 ④	29 ⑤	30 ⑥	31 ⑦		
APRIL 2011						
S	M	T	W	T	F	S
					1 ☺	2
3	4	5 ①	6 ②	7	8 ③	9
10	11 ④	12 ⑤	13 ⑥	14 ⑦	15 ☺	16
17	18	19	20 ①	21 ②	22	23
24	25 ③	26 ④	27 ⑤	28 ⑥	29 ⑦	30

  

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	<b>THE CYCLES</b>
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1.2	
2.1	<p style="text-align: center; color: red;"><b>Calendar Key</b></p> ① Award information has to be posted to RPAAWRD by close of business for inclusion in the current cycle. At 7:00 PM, OIT runs job to fetch registered students that have \$ amounts posted to RPAAWRD. ② At 8:00 AM, DTS receives and reviews award report and initiates corrections as needed. At 1:30 PM, Departments may begin to approve/disapprove. ③ Departments complete approve/disapprove by close of business ④ OSP begins review of 26 accounts ⑤ OSP completes review and approval of 26 accounts by close of business. OIT updates student records at 7:00 PM ⑥ DTS receives approved records report and list of associated DEFINE documents and begins review process. Foreign student DEFINE documents FYA'd to Payroll for review. ⑦ DTS completes approval of U.S. Citizens & Payroll completes approval of foreign students (assuming all required documentation has been submitted) by close of business
2.2	
3.1	
3.2	
4.1	
4.2	
5.1	

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MAY 2011						
S	M	T	W	T	F	S
1	2☺	3	4①	5②	6	7
8	9③	10④	11⑤	12⑥	13⑦	14
15	16☺	17	18	19①	20②	21
22	23	24③	25④	26⑤	27⑥	28
29	30☒	31⑦☑				
JUNE 2011						
S	M	T	W	T	F	S
			1☺	2	3①	4
5	6②	7	8③	9④	10⑤	11
12	13⑥	14⑦	15☺	16	17	18
19	20	21①	22②	23	24③	25
26	27④	28⑤	29⑥	30⑦		
JULY 2011						
S	M	T	W	T	F	S
					1☺	2
3	4☒	5①	6②	7	8③	9
10	11④	12⑤	13⑥	14⑦	15☺	16
17	18	19	20①	21②	22	23
24	25③	26④	27⑤	28⑥	29⑦	30
31						
AUGUST 2011						
S	M	T	W	T	F	S
	1☺	2	3①	4②	5	6
7	8③	9④	10⑤	11⑥	12⑦	13
14	15☺	16	17	18	19	20
21	22①	23②	24	25③	26④	27
28	29⑤	30⑥	31⑦	☺	2	3

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5.2

1.1

1.2

2.1

2.2

3.1

3.2

1.1