Disbursements, Rosters, & Refunds

2021 Partner Interface Enhancements

PA State Grant & Special Programs

October 2021
Objective

Provide a high-level overview of the October 2021 Partner Interface enhancements

During this session, PHEAA will:

- Highlight disbursement information that is now available in Partner Interface
- Discuss how to find general roster information and the new roster certification functionality
- Identify additional resources available to assist with using Partner Interface

The content included in this presentation is intended to provide supplemental information and does not supersede current program policies or resources. For the most up-to-date information, please refer to PHEAA.org or contact PHEAA staff.
Background

• Launched in 2013 to manage student records for the PA State Grant Program
  – Designed to replace the “green-screens” (OC/Webconnect)
  – PA Ready to Succeed Scholarship (RTSS) Program added in 2014

• Schools can view and report student-level data for PA State Grant and RTSS
  – Update students individually or perform mass updates
    • Special Request functionality for unique updates
  – Filtering and data export options available
Overview of 2021 Enhancements

• Select school-facing information for PA State Grant and RTSS added to Partner Interface
  – Replaces current roster certification process
    • Updates reflected in PHEAA system immediately
  – Replicates existing disbursement, roster status, and refund information available in OC/Webconnect

• Enhancements located on the lower half of the Dashboard
  – Use the State Grant and Ready to Succeed tab to locate

• Updated Partner Interface User Guides available on PHEAA.org/SGSPResources
Disbursement Summary

- Exact location and information will vary between PA State Grant and RTSS
- Replicates information from FG3S (OC/Webconnect)
  - Processed refunds will reflect in real-time
  - All other fields (e.g., total awards, disbursement amounts, etc.) refresh nightly
- Link to PageCenter available to review rosters and other reports

### Disbursement Summary (Last Updated 08/10/2021)

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Awards</td>
<td>$45,974,904.00</td>
</tr>
<tr>
<td>Calculated Disbursements</td>
<td>$23,216,516.00</td>
</tr>
<tr>
<td>Adjusted Disbursement</td>
<td>$20,662,699.00</td>
</tr>
<tr>
<td>Actual Disbursed Amount</td>
<td>$20,662,699.00</td>
</tr>
<tr>
<td>Less Prior Year Refund</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Special Checks</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total College Refund</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Program Review Refund</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total PHEAA Collectable Refund</td>
<td>$0.00</td>
</tr>
<tr>
<td>Balance Due to PHEAA</td>
<td>$0.00</td>
</tr>
<tr>
<td>Balance Due to Institution</td>
<td>$25,312,205.00</td>
</tr>
</tbody>
</table>
• Roster cards provide a snapshot of each roster sent
  – Replicates information housed on FG3S (OC/Webconnect)
  – Will include roster type, roster status, disbursement amounts, electronic fund transfer (EFT) dates, and more
  – Specific information and location may vary between PA State Grant & RTSS
• Located within Rosters & Disbursement section of the Dashboard
  – Use Load More feature to display additional rosters generated for the institution
  – Will include any pre-disbursement, term disbursement, or reconciliation rosters generated
Refund Information – PA State Grant

- Refunds section added to replicate information from FG3S (OC/Webconnect)
- Three most recent refund information cards display
  - Load More functionality allows additional refund cards to display
  - Includes refund date, refund amount, and refund source
No change in existing disbursement roster or refund processes
- Disbursement rosters generated as PDF and do not need certified
- Refund groups must be built for all student-level refunds
  - RTSS Refund FAQ available on PHEAA.org/RTSS

Only reconciliation roster cards will display once reconciliation period begins
  - Load More functionality allows additional reconciliation roster cards to display

Clean Roster Needed advises if the institution should request a new RTSS reconciliation roster from PHEAA. More information about this requirement can be found in the RTSS Program Guidelines.
Roster Certification

• Replaces functionality available within Document Library
• If roster uncertified, Certify Roster button displays once the term begins
  – Functionality prevents institutions from certifying rosters before reported term start date occurs
  – Only reconciliation rosters for RTSS should be certified
• Roster statuses updated in real-time once certified
Roster Certification

- Certification Statement displays once Certify Roster button is selected
- Statement similar to language presented in online roster certification page in Document Library
- Institution must determine who will have responsibility for certifying rosters
Roster Certification

• Activity notation logged once roster is certified
  – Viewable through activity display (FC5S) in OC/Webconnect
  – Outstanding rosters will display on the Outstanding Items Report in PageCenter
    • Remit rosters by deadlines to prevent administrative findings during program review

• Rosters certified during transition period will be reviewed and processed by PHEAA staff
  – Online roster certification page within the Document Library will be retired
Reminders

• Additional enhancements to Partner Interface in progress
• Utilize other resources to view information not available within Partner Interface
  – OC/Webconnect (e.g., contacts, school activity, holds, etc.)
  – Document Library (e.g., memos, Q&A documents, etc.)
  – PageCenter (e.g., reports, rosters, EFT letters, etc.)
  – PHEAA.org (e.g., user guides, policy documents, etc.)
• Adhere to all policies and deadlines as outlined in the current PA State Grant Handbook and RTSS Program Guidelines
Resources

Web
- PHEAA.org
- Alec

SGSP Staff
- Email: SGHelp@pheaa.org
- Email: RTSS@pheaa.org
- Phone: 800-443-0646

Events
- Webinar Series
- Workshops
- Conferences

Print Materials
- Calendars
- FAQs
- Brochures
Thank You!