Tuition Remission Administrative System:
Using the KFS Account Change Form

Purpose

The KFS Account Change form is used by authorized department business officers to change the account number that an employee's tuition remission is charged to. This is allowed in the following two cases:

1. A restricted federal award which states in the award documentation that the award does not include tuition expense. In this case, the tuition expense can be moved to another non-state account in the department.

2. The funding source for an employee changed during the semester. In this case, the tuition remission expense should be charged to the <u>account from which the employee was paid at the end of the</u> academic semester <u>drop/add period</u>.
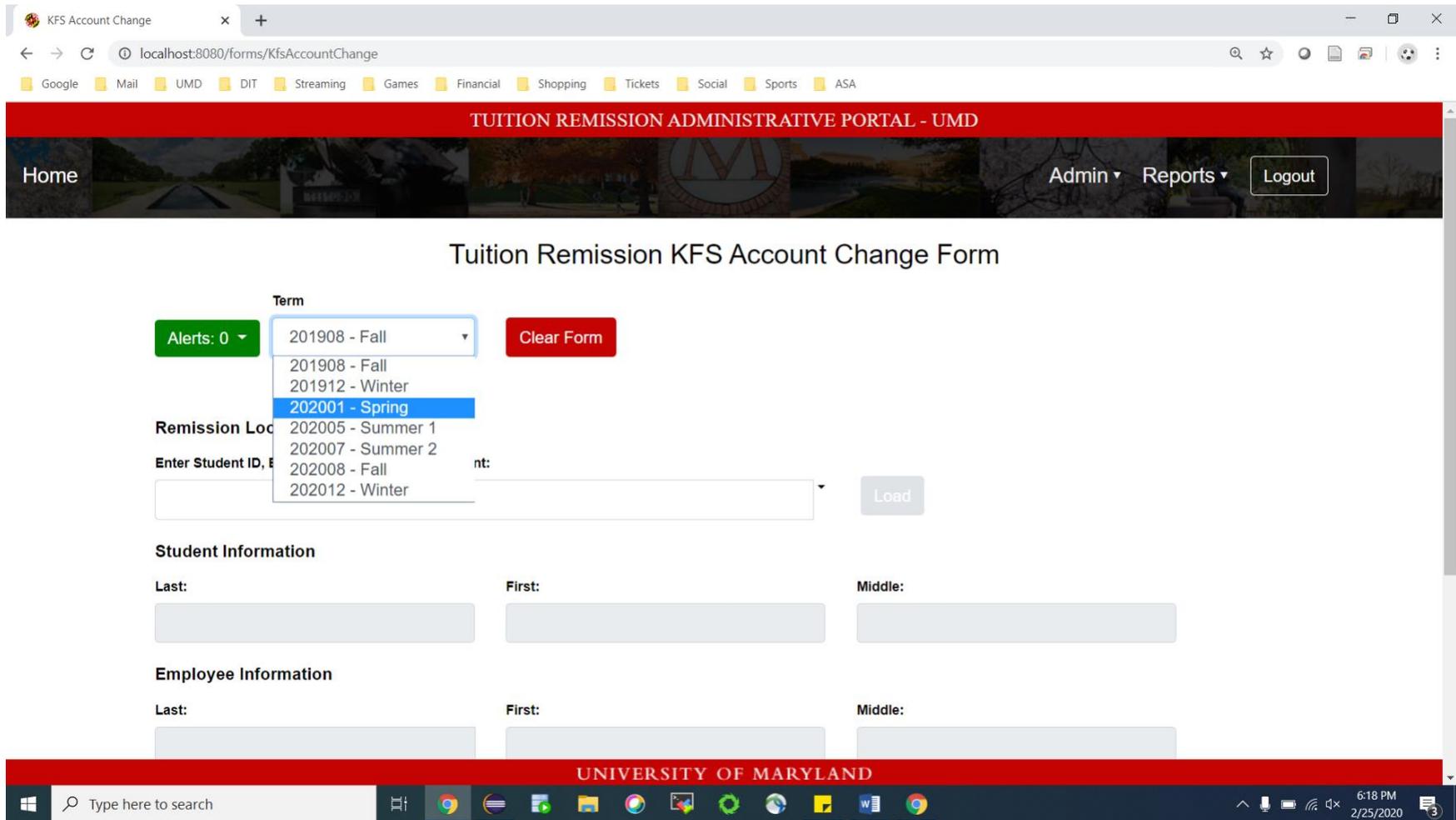
Instructions on using the KFS Account Change Form begin on the next page.

Instructions

1. Navigate to the Tuition Remission Administrative System KFS Account Change Form:
   http://trs.umd.edu/forms/KfsAccountChange.
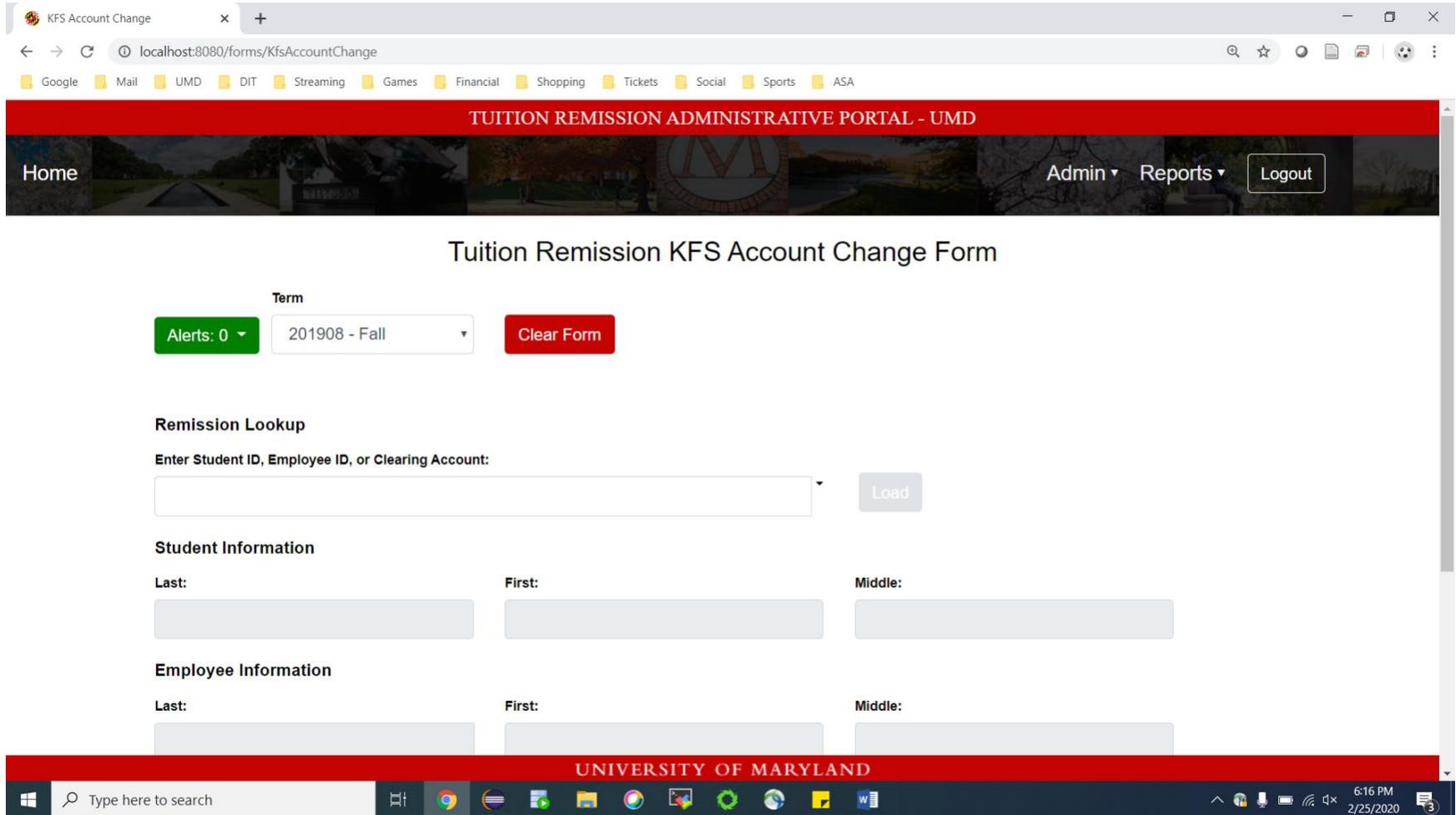
2. The form will automatically select the current term. The options are: the previous term, the current term, and all established future terms.

3. When you change the term, the form will prompt you to make sure that is what you meant and to notify that the form will be cleared.
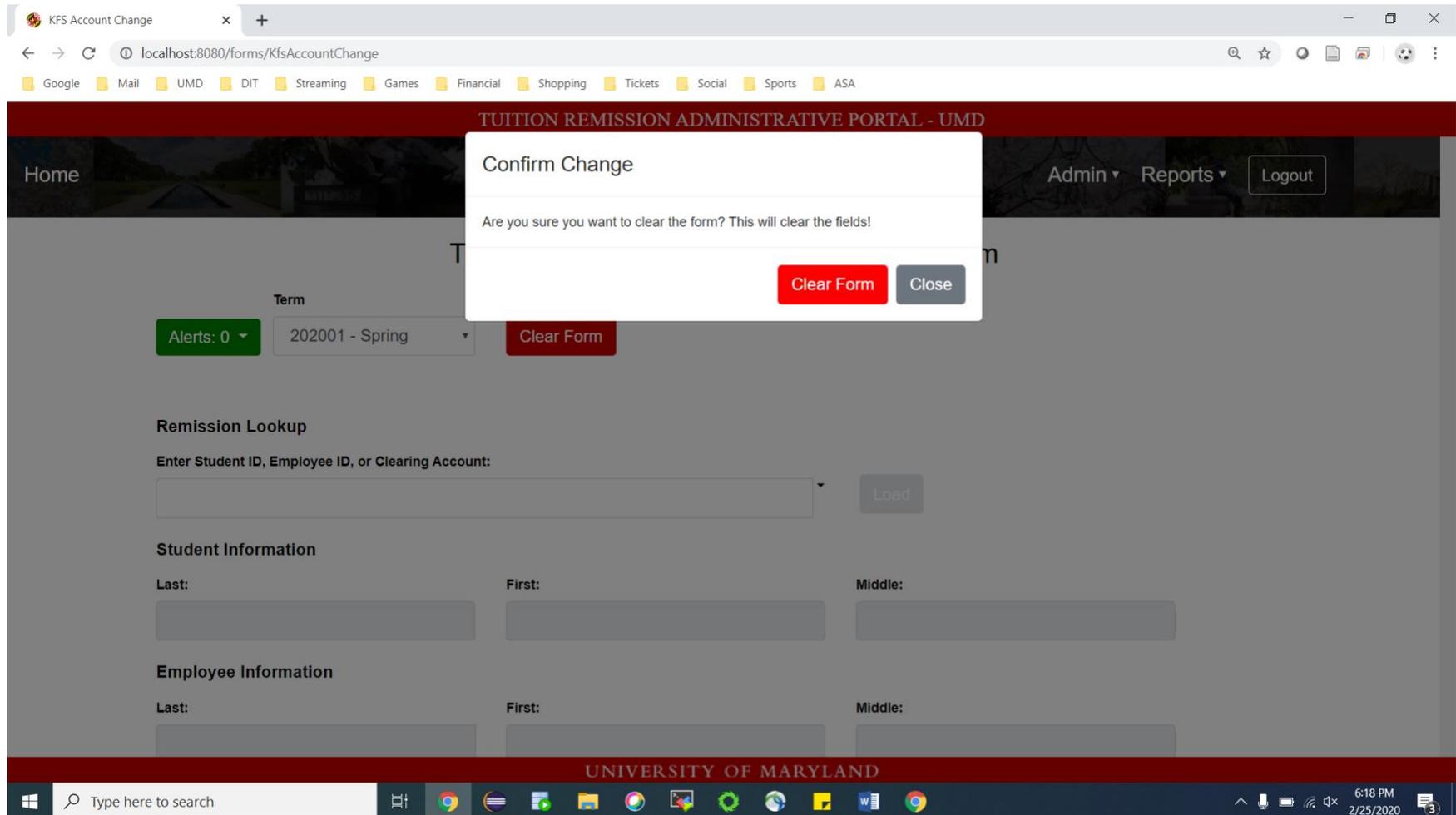
4. As you start typing in the Student ID or Employee ID, matching records for the selected term will be shown.
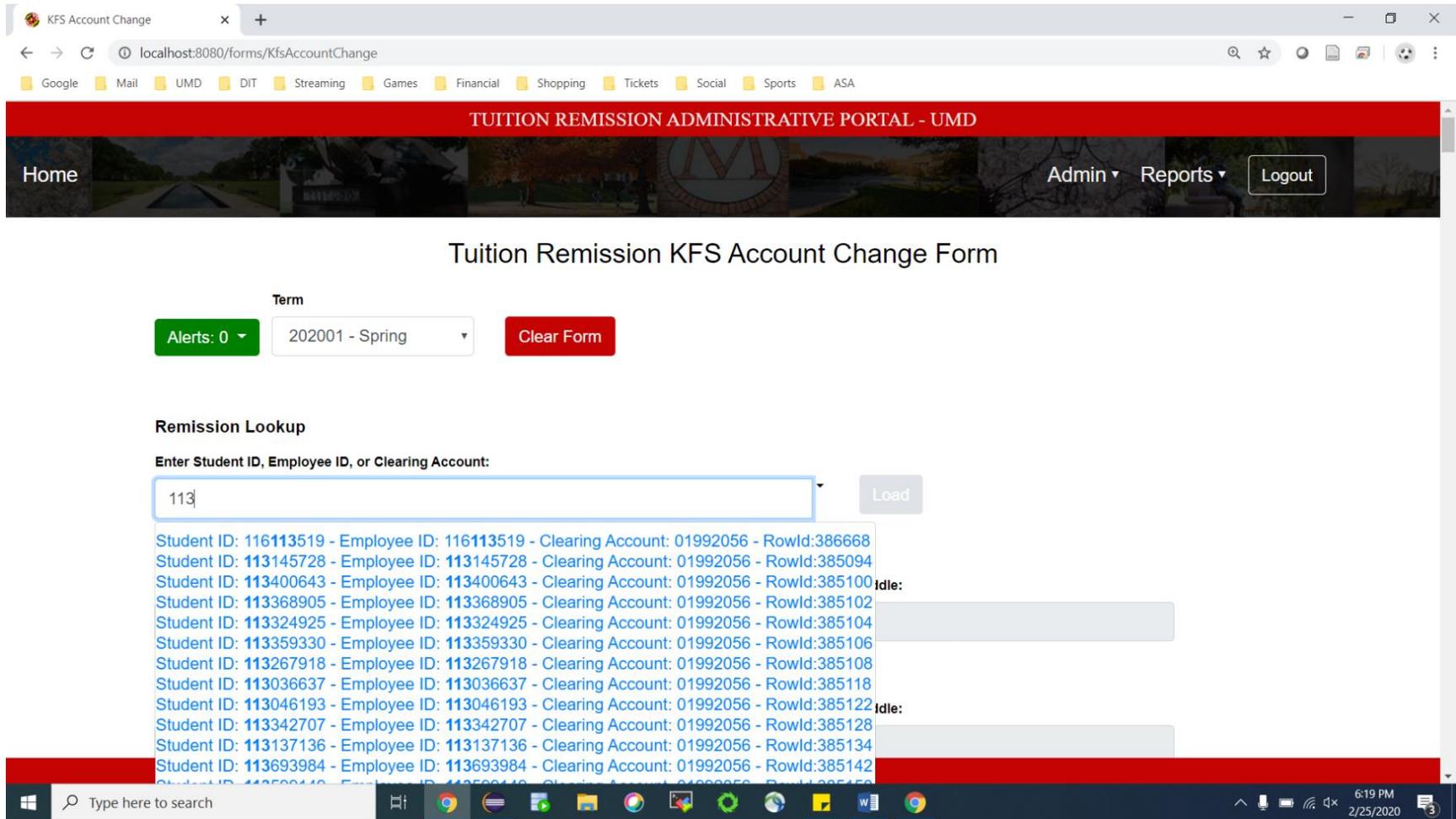
5. Select the record desired from the drop down menu. The search bar will then auto-populate with information from the selected record. The search bar will become grey and read only. The 'Load' button will become red and you will be able to click on it now. (Once you have selected a record, you will need to click the 'Clear Form' button to pick a new record.)

6. Once the load button is clicked, information from the selected record will be loaded.

7. Enter the desired account number(s) and pay percent(s) in the table provided. <u>The total pay percent must add up to 100</u>. The KFS account number, pay percent, and account description are the only editable fields on this page.

When you edit the KFS account or pay percent, the system will confirm that you have access to that financial account (based on the Kuali Admin KFS Account Security table). If you do not have access to the account entered, the KFS account field will be outlined in red. If you do have access, it will be outlined in green.

8. Once the Pay Percent column adds up to 100, you can click the 'Save' button.

9. If you try to submit before meeting the 3 requirements (KFS account 9 digits, KFS percents add up to 100, access to new or changed accounts), you will see an error message.

10. After clicking the 'Alerts' button, you will see details on why the form was not submitted.
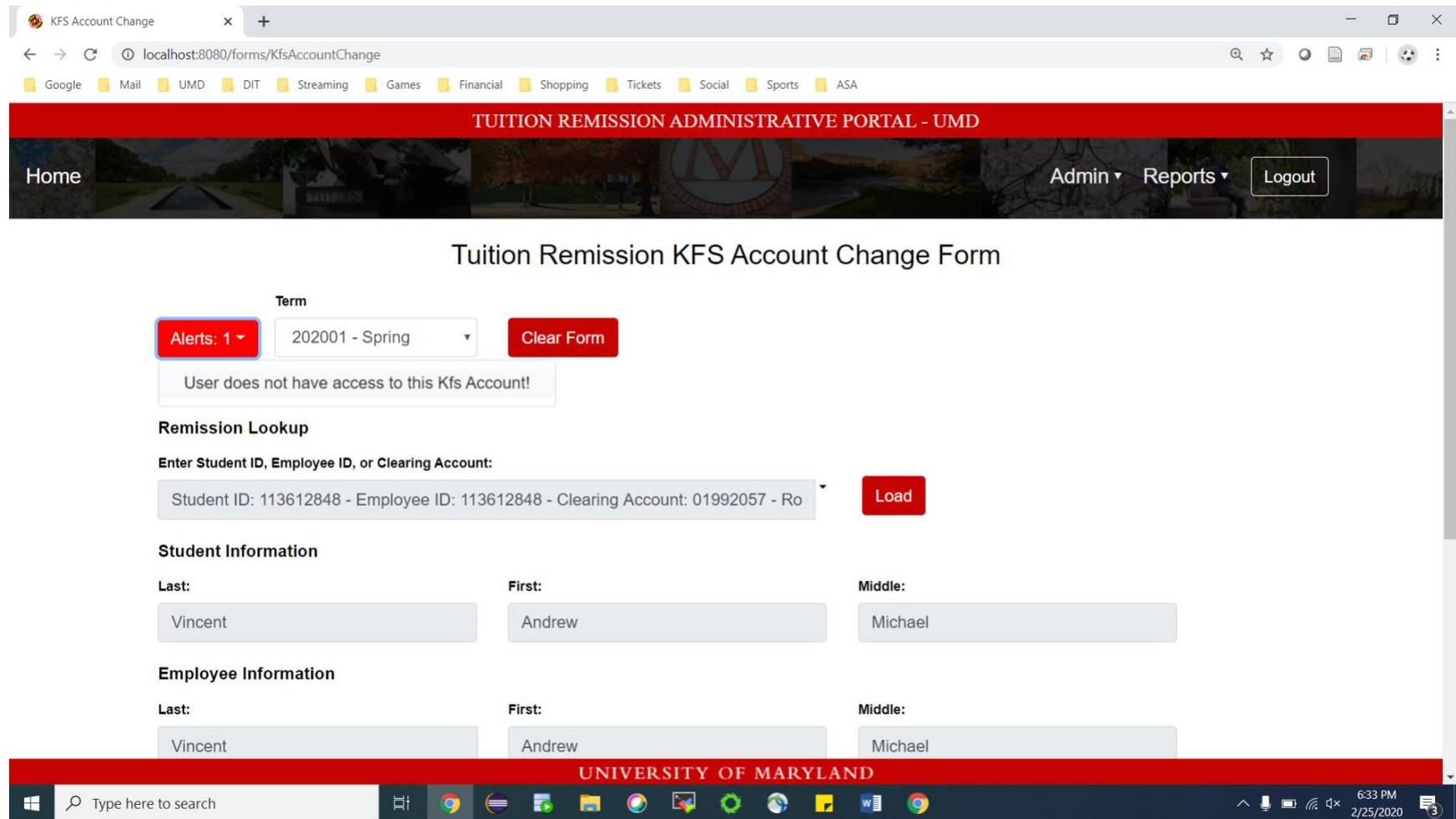
11. Once all of the requirements have been met and you click 'Submit,' you will see a message saying 'Save Successful.' You will then see an empty form from the same term you were looking at previously and you can then edit another record. When you are finished logout from the system by clicking the 'Logout' button in the upper righthand corner.