Submitting a ticket—Fellowship or Stipend Request

Use this ticket to request a fellowship or stipendiary position. These may be a one-time payment but are often payment over a period of time. A Student Stipend (i.e. Fellowship) is used to designate trainees who are not graduate students but enrolled in high school or undergrad programs and participating on training grants. A Participant Stipend is used for support payments made to individuals who participate in specific training activities. These are generally in accordance with the National Science Foundation (NSF) Grants Policy Manual definition of Participant Stipends. No service is expected for the student to receive a fellowship or stipend payment. There is a link to the form and letter templates in the ticket. They can also be found on the Student Employment website: https://stuemp.uccs.edu/forms.

Step 1—Open the Fellowship or Stipend Request Ticket Type

Choose the **Fellowship or Stipend Request** ticket type on the Cherwell home page.

Step 2—Select the recipient type

Select the radio button that best represents the recipient's relationship with UCCS.

- By selecting Student, the form will default to the Student Employment form and be submitted to the Student Employment Cherwell portal.

- By selecting Faculty/Staff/Other, the form will default to the Human Resources form and be submitted to the Human Resources Cherwell portal.

Step 3—Select the Student Name

Put your cursor in the student name box. Then type the student name (as the name is in CU-SIS) into the box. We ask for this information so that we can search within Cherwell for requests specific to a student.

Tip: If you are having trouble finding the student, type their email address in the student name box. This will usually match the student in the system.

Step 4—Complete the Request to Fill

Click on the Request to Fill link to access the document (or you can find the document on the Forms page of our website: stuemp.uccs.edu/forms).

The link will open a pdf document. You will need to download and save the form to your computer before filling out the information. If you open the form and just start typing, the information will not save when you save the document.

Note: When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Sample Request to Fill

UCCS Office of Financial Aid, Student Employment, and Scholarships
UNIVERSITY OF COLORADO **COLORADO SPRINGS**

UCCS Human Resources
UNIVERSITY OF COLORADO
COLORADO SPRINGS

Request for Fellowship or Stipend

Student Employment or HR will complete all necessary transactions in HCM	
Today's Date:	1/14/2022
Department Name & Org #:	40126
Primary Relationship to UCCS:	☐ University Employee ☑ Student ☐ Community Member ☐ Other (Please specify) _____
Grantee Name:	_____
Job Code:	☐ 3204: Pre-Doctoral Trainee ☑ 3205: Student Fellowship ☐ 3207: Participant Stipend Unsure? See Pay Matrix at https://stuemp.uccs.edu/student-pay-matrix under Compensation for Services Related to Work ☐ 1438: Postdoctoral Fellow ☐ 1439: Faculty Fellow

Funding Information			
Requested Rate:	$ 8000		
Department Financial Approver:	Jane Doe	**Funding Availability Verified?**	☑ Yes ☐ No
Speedtype(s) & Percentage(s):	43412345		
Funding Type & End Date (if applicable)	☐ General Fund ☐ Auxiliary ☐ Grant ☑ Gift If grant or gift funded, is there a funding end date? If so, list the details:		
Funding Source*: i.e. salary savings from the area, from another position or from a campus commitment, position number from where funding is being moved.	Gift money given to department		
Grant Sponsoring Agency*:			

Questions for Processing

- Is there a Scope of Work or job description of the fellowship or stipend for this individual?

  No

- Goal of fellowship or stipend

  Fellowship provides living expenses while student is completing graduate degree and participating in research.
- Start and end date of fellowship or stipend

  January 2022 through May 2022

Authorization to Fill Position (workflow for electronic signatures):	
Financial Approver	
MUST be signed before submitting to HR or Student Employment for approval.	

*If Applicable; Otherwise enter N/A   **Cherwell Ticket #_____**

Step 5—Complete the Letter Template

Click on the corresponding letter template link to access the document (or you can find the document on the Forms page of our website: stuemp.uccs.edu/forms).

The link will download a Word document. Click the box at the bottom of the screen to open the document and make your edits. The areas highlighted will need to be deleted or edited.

Note: When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Step 4—Attaching Your Documents

Once you have completed and saved the forms, attach both documents to your ticket using one of the options shown below:

You can either drag and drop your file or you can click the Select Files button to find your saved file. When you have selected the file(s) to attach, you will see the file(s) you are attaching below the Select Files button (see second image below). Click the Submit button to attach your document(s).
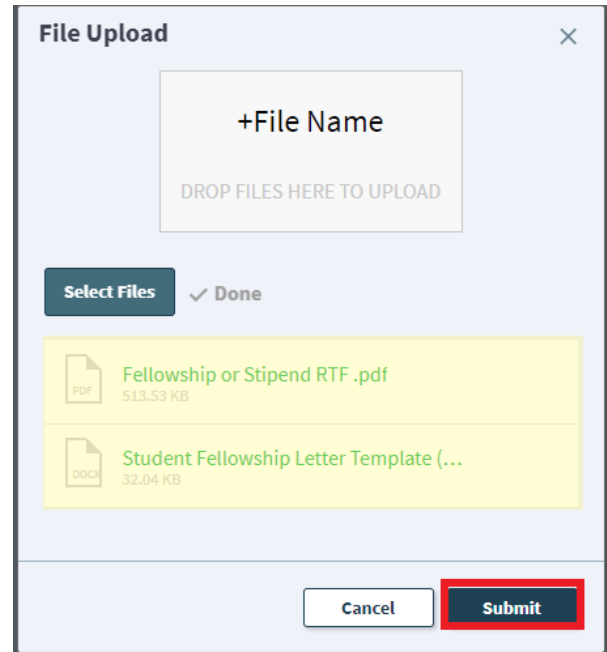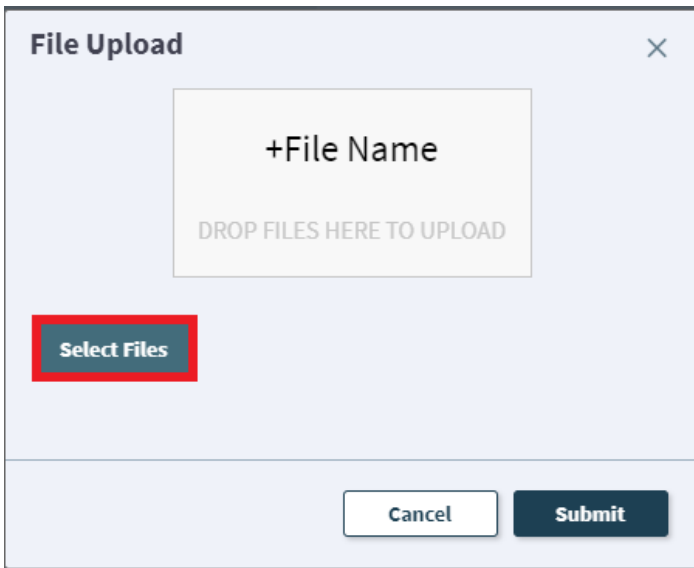
Repeat this step until all applicable documents have been attached.

You can confirm that your documents have been attached by checking the paperclip icon. You can also open the attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.
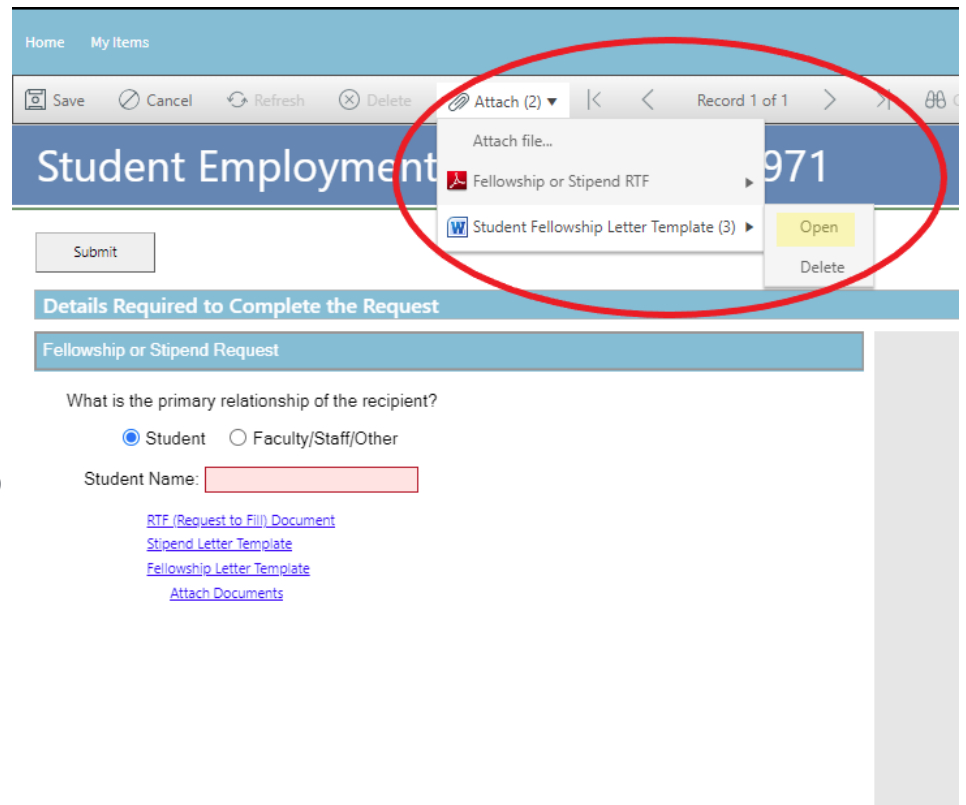
If you check your documents before submitting the ticket and see that you attached the wrong document, please attach the correct document before you submit. If you have already submitted your ticket, please refer to the Editing a Ticket section of the Abbreviated User Guide to attach the correct attachment to your ticket.

Users can delete any incorrect attachments. Follow the same steps described on the previous page to open and check a document but select Delete instead of Open. Cherwell will ask you if you are sure you want to delete. Once you confirm, your document will no longer be attached to the ticket.

Step 5—Submitting Your Ticket

Submit your ticket by clicking on one of the options shown below:

Please note that clicking Save does not save the ticket for you to edit later. It does submit the ticket same as if you click on either of the Submit buttons.
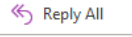
Step 6—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents , if any, you attached to the ticket.

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending.

In the example above, the easiest way to respond is to reply to the email with the form attached. This will automatically attach your documentation to the ticket. The other option you have would be to follow the instructions in the Editing a Ticket section of the Abbreviated User Guide.

Once we have completed the request, you will receive an email confirming that we have resolved the ticket. We will include the Employee ID and position numbers created, as well as the auto-term date for when this will end.

Student Employment Case 69971 SE Fellowship or Stipend Request has been resolved

SE Student Employment Help
To ✔ Jennifer Biga

Student Employment Case 69971

We are pleased to inform you that your Student Employment Case 69971 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.
Resolution:
Fellowship or Stipendiary position entered for ▇▇▇▇▇▇▇. This position will auto-term on 6/1/2022.
Employee ID: 123456
Position #: 00123456

Description of the request:
SE Fellowship or Stipend Request

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: SE Case 69971 .

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

Troubleshooting

If you are unable to access Cherwell, are having trouble finding the student in Cherwell, or are uncertain what ticket type to submit, you can send an email to stuemphelp@uccs.edu. This will automatically create a generic ticket. We try to process these tickets as quickly as other tickets. However, it is likely that these tickets could be delayed in processing as we may need to request additional information from you.

Student Employment Office

Student Employment is here to help. If you have questions about any step in this process, please contact Student Employment at (719) 255-3454, stuemp@uccs.edu, or visit us in Cragmor Hall Room 104.

UCCS University of Colorado
Colorado Springs