



Electronic Mid-Term Tuition Review For Graduate Assistants

Department	The Graduate School
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Please contact the Graduate School with all questions:
graduateschool@usm.edu

Logging into SOARHR

1. Go to soarhr.usm.edu in your web browser
2. Type in User ID. It will be your EMPLID with the “W”
3. Type in your Password
4. Click Sign In

Graduate Assistant Mid-Term Tuition Review

SOARHR Navigation: USM Grad School – Use – Mid-Term Tuition Review

1. Enter the GA's emplid and click Search

Find an Existing Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches ▼ **Saved Searches** Choose from saved searches ▼

Search by Empl ID ▼ begins with

▼ **Show more options**

2. Select the GA Responsibility Code and Hours Per Week from the drop downs
 - a. If the GA's tuition is budgeted into grant funding, please select the “Grant Covers Tuition” checkbox and enter the required grant budget information and tuition amount budgeted.
 - b. Comments may be added if additional context is needed; however, this field is optional. We recommend dating and initialing your comments.

- Example of tuition covered by Graduate School (no grant funding for tuition):
- The only fields required are GA Responsibility Code and Hours Per Week
 - Comments may be added if needed but are not required
 - Click Submit for Approval

Mid-Term Tuition Review

Empl ID 10062583 Empl Record 0 Sanson,Jada Ann Tuition Control
 Aid Year 2026 Supervisor ID 10065955 Brewer,Kerigan Elise Residency MSRES

	Term	Item Type	Offer Balance	Accept Balance	Disbursed Balance	Department	Account	Fund Code	Deptid	Program Code	Project
1	4261	000009006000	5142.00	5142.00	5142.00	160014		10H10	160014	05000	

☐ Grant Covers Tuition ☐ No longer employed in department GA Responsibility Code

Hours Per Week

Comment

[Submit for Approval](#)

- Example of tuition covered by Grant Funding:
- Select Grant Covers Tuition
 - Select the appropriate GA Responsibility Code and Hours Per Week
 - Enter the Fund, Deptid, Program Code, Project ID, and Tuition Budgeted amount
 - Click Submit for Approval

Mid-Term Tuition Review

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1	4261	000009006000	5142.00	5142.00	5142.00	160014		10H10	160014	05000	

☒ Grant Covers Tuition ☐ No longer employed in department GA Responsibility Code

Hours Per Week

	Future Term	Item Type	Fund Code	Deptid	Program Code	Project ID	Tuition Budgeted
1	4265						

Comment

[Submit for Approval](#)

- If the GA is no longer employed in your department, select “No longer employed in department”. Enter a comment explaining the circumstances for the GA no longer working in your department, and then click Submit for Approval.

Mid-Term Tuition Review

Empl ID 10062583 Empl Record 0 Sanson, Jada Ann Tuition Control
Aid Year 2026 Supervisor ID 10065955 Brewer, Kerigan Elise Residency MSRES

Term	Item Type	Offer Balance	Accept Balance	Disbursed Balance	Department	Account	Fund Code	Deptid	Program Code	Project
1 4261	000009006000	5142.00	5142.00	5142.00	160014		10H10	160014	05000	

☐ Grant Covers Tuition ☒ No longer employed in department GA Responsibility Code

Hours Per Week

Comment

Workflow Routing

If the Graduate School covers the tuition waiver, the tuition review will route directly to the Grad School for approval and processing.

If a grant covers any of the tuition, the signature authorities for the grant (listed in EagleVision) will be required to approve the tuition review from their HR worklist, followed by the Office of Research Support and Development (ORSD) and then the Graduate School.

Budget Approval

EMPLID=10062583, EMPL_RCD=0, AID_YEAR=2026, STRM=4261

MID TW Line 1

Pending

Multiple Approvers
MID_TW Line 1

ORA Approval

EMPLID=10062583, EMPL_RCD=0, AID_YEAR=2026, STRM=4261

ORA Approval

Not Routed

Multiple Approvers
ORA Admin

Graduate School Approval

EMPLID=10062583, EMPL_RCD=0, AID_YEAR=2026, STRM=4261

Graduate School Approval

Not Routed

Multiple Approvers
Graduate School

Workflow Approvals and Denials

Approvers will receive a workflow email notification that includes navigation to the approval item in the SoarHR Worklist. Click the Worklist transaction labeled USM_MID_TW to review and process the request.

[USM_MID_TW_18_USM_MID_TW_2025-12-26_N_0_EMPLID:10316046](#)
[EMPL_RCD:0 AID_YEAR:2026](#)
[STRM:4261 USM_AID_YEAR:2026](#)
[USM_STRM:4265](#)
[USM_TW_CONTROL:9000000013](#)
[RDC:RA,0,A,](#)

If the mid-year tuition waiver review is accurate, click approve.

If the mid-year tuition waiver review is inaccurate and requires changes, enter a comment in the Approver Comments box before selecting Deny to return the request to the submitter. Please include details explaining why the waiver is being denied, along with your initials.

☒ Grant Covers Tuition ☐ No longer employed in department

Hours Per Week 20 Hours

GA Responsibility Code Graduate Professional Assist

1-1 of 1

	Future Term	Item Type	Fund Code	Deptid	Program Code	Project ID	Tuition Budgeted
1	4265		16HST	320014	03000	8007635	5142.00

Comment

Approver Comments

Approve

Deny

Denial Resubmissions:

When a tuition waiver is denied by an approver, an email notification will be sent, and the request will be routed back to the submitter's worklist.

By selecting the item in the worklist, the submitter can return to the denied form and make the necessary updates, such as:

- Updating the GA Responsibility Code
- Updating the Hours Per Week
- Selecting No Longer Employed in Department
- Updating the funding source if a grant covers the tuition

After making the changes, select Resubmit.

Mid-Term Tuition Review

1-2 of 2

	Term	Item Type	Offer Balance	Accept Balance	Disbursed Balance	Department	Account	Fund Code	Deptid	Program Code	Project
1	4261	000009006000	5142.00	5142.00	5142.00	320002	000003612	10H10	320002	01002	
2	4261	000009015100	1000.00	1000.00	1000.00	320002	000003612	10H10	320002	01002	

☒ Grant Covers Tuition ☐ No longer employed in department GA Responsibility Code Graduate Research Assistant

Hours Per Week 20 Hours

1-1 of 1

	Future Term	Item Type	Fund Code	Deptid	Program Code	Project ID	Tuition Budgeted		
1	4265		16HBI	360013	03000	8006266	5142.00	+	-

Comment

Approver Comments

The grant does not allow for tuition to be covered.

Resubmit

Budget Approval

EMPLID=10195985, EMPL_RCD=0, AID_YEAR=2026, STRM=4261, USM_AID_YEAR=2026, USM_STRM=4265, USM_TW_CONTROL=9000000052:Denied

MID TW Line 1

Denied

Brazeal Michelle

MID TW Line 1

02/25/26 - 3:34 PM

ORA Approval

EMPLID=10195985, EMPL_RCD=0, AID_YEAR=2026, STRM=4261, USM_AID_YEAR=2026, USM_STRM=4265, USM_TW_CONTROL=9000000052:Denied

ORA Approval

Terminated

Multiple Approvers

ORA Admin