CAS AST
HR and Payroll

Student Database (SDB) Swimlane Workflow

As of May 2024

Legend

Start/End	⬭
Activity/Task	▢
Decision	◇
Comments	💬
Alternate Path	– – –
CAS AST Form Submission	📋
UW Connect Task	◕
Workday Task	Ⓦ
Secure CRT Task	🖥️

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UNIVERSITY of WASHINGTON

Information Gathering | **Award Processing** | **Award Distribution**

Student Awardee

9 Receive Award Disbursement

Awards disburse either toward the student's remaining account balance or as cash via direct deposit or check mailed to their local address. Direct deposit may take up to 2 days, checks may take up to 10 days.

You (The Department)

Start

1 Identify Student Awardee + Award

To receive funds securely and safely, SFS recommends that students set up direct deposit/ACH. If ACH is unavailable, students should make sure their local address is up to date. ACH needs to be set-up at least 5 days prior to funds disbursing.

2 Notify Student Recipient of Award

3 Has This Fund Been Used Before in SDB?

— Yes → **4** Submit a SDB Award Request 📋

— No → **4A** Submit Request for SDB Fund Number Setup to Student Fiscal Services (SFS)

SDB can ONLY accept 6-digit fund numbers. If you have a new Workday Finance driver worktag (such as a grant), you'll need to submit a SDB Budget Setup Request to Student Fiscal Services (SFS).

10 Confirm Award Posts to Correct Ledger Ⓦ

End

celebrate

AST Help Team

5 Is the Award for a Prior Quarter?

— No → **6** Input Award in SDB 🖥️

— Yes →

7 Is Award Disbursing Correctly?

— Yes → **8** Notify Department of Successful Award Disbursement and Close Ticket ◕

— No → **8C** Email SFS to Correct Disbursement Issues

Common disbursement issues include major or GPA restrictions, residency requirements, grade level, and/or enrollment status.

Student Fiscal Services (SFS)

5A Set Up Fund in Student Data Base (SDB)

6B Input Award in SDB 🖥️

9C Correct Disbursement Issues 🖥️