Appendix A

As referenced in section A.2 Scope, the following process maps detail the current Financial Aid Independent Verification processes to be included in solution proposals. These processes are targeted to be the initial project for deployment of a document management solution:

- Weekly ISIR imports
- Weekly Packaging process
- Weekly ISIR loads for pre-processing
- Student response for independent verification information
- Financial Aid staff & counselor review of independent verification documentation
- Weekly ISIR correction file processing

GRAHAM PROCESS CHART	
FINAID ISIR IMPORT PROCESS.GC7	
ISIR IMPORT PROCESS	
BY MH SWANK	
IN PROGRESS VERS: 0.00 11/23/2010	
PRT: 11\23\2010 16:47 GRID=0.30 IN.	
DO	0
ORIGINATE	0
ADD/ALTER	6
HANDLE	3
TRANSPORT	2
INSPECT	1
DELAY	1
DESTROY	0
TOTAL STEPS IN PROCESS	13

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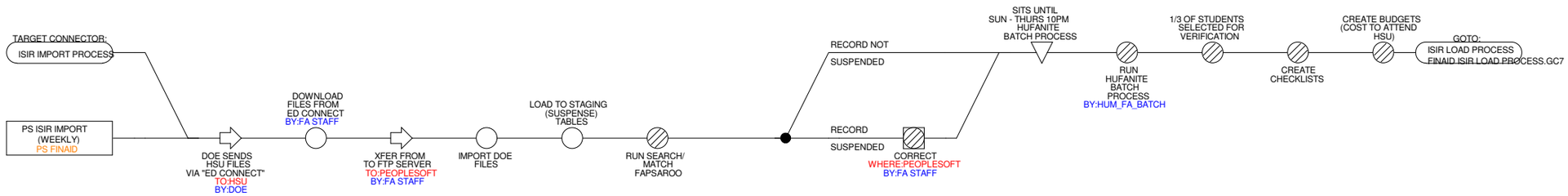
520014477P



GRAHAM PROCESS CHART
FINAID PACKAGING PROCESS AS IS.GC7
FINAID PS PACKAGING PROCESS
BY MH SWANK
IN PROGRESS VERS: 0.00 11/23/2010
PRT: 11\23\2010 16:37 GRID=0.30 IN.

DO	0
ORIGINATE	0
ADD/ALTER	4
HANDLE	0
TRANSPORT	0
INSPECT	0
DELAY	1
DESTROY	0
TOTAL STEPS IN PROCESS	5

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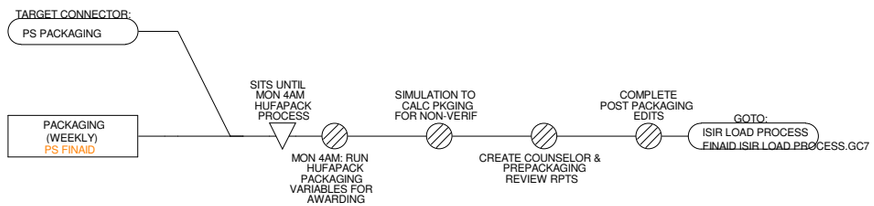

GRAHAM PROCESS CHART

FINAID ISIR LOAD PROCESS AS IS.GC7

FINAID ISIR LOAD PROCESS

BY MH SWANK

IN PROGRESS VERS: 0.00 11/22/2010

PRT: 11\23\2010 16:52 GRID=0.30 IN.

DO	0
ORIGINATE	4
ADD/ALTER	14
HANDLE	9
TRANSPORT	3
INSPECT	1
DELAY	3
DESTROY	0
TOTAL STEPS IN PROCESS	34

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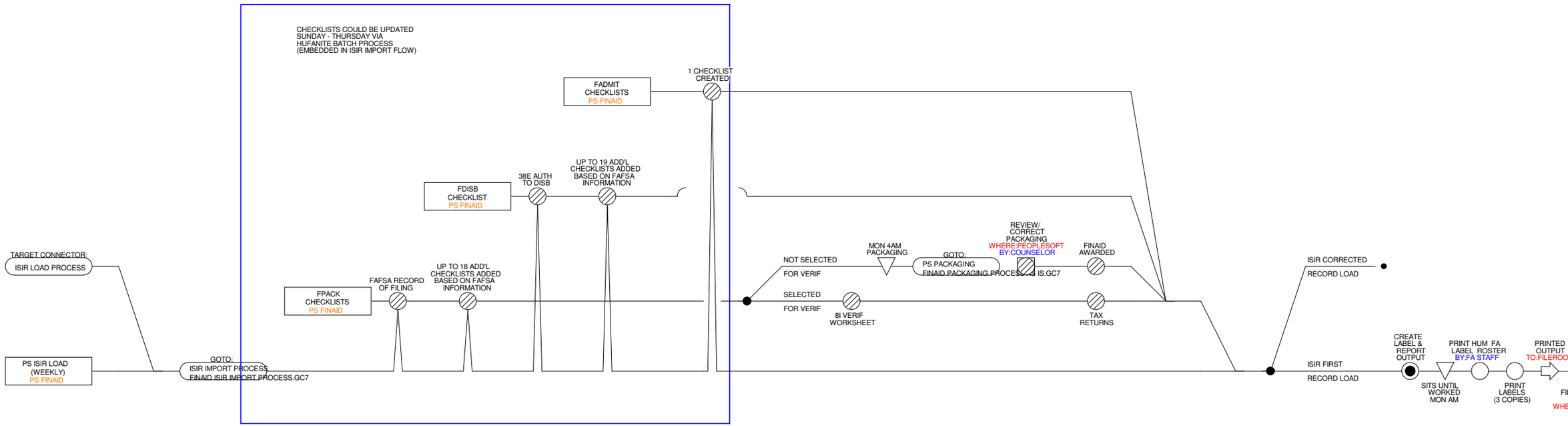
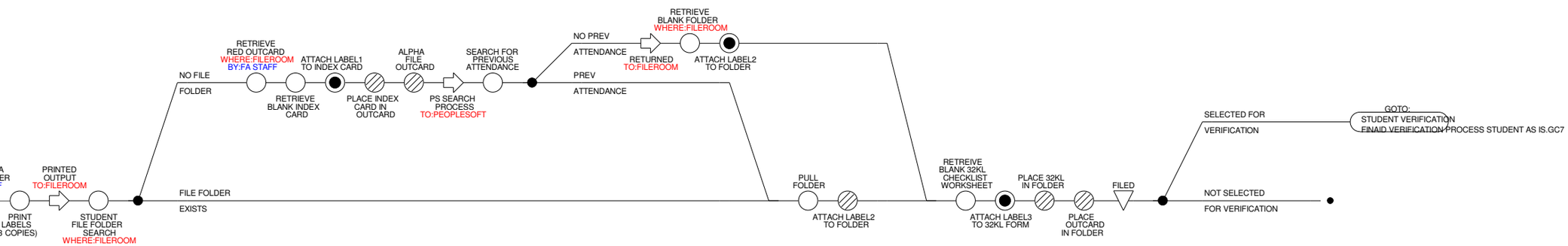


46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90



GRAHAM PROCESS CHART

FINAID VERIFICATION PROCESS STUDENT AS IS.

FINANCIAL AID VERIFICATION PROCESS STUDENT

BY LIFICAT

IN PROGRESS VERS: 0.00 11/18/2010

PRT: 11\23\2010 17:01 GRID=0.39 IN.

DO	0
ORIGINATE	4
ADD/ALTER	27
HANDLE	14
TRANSPORT	10
INSPECT	1
DELAY	3
DESTROY	0
TOTAL STEPS IN PROCESS	59

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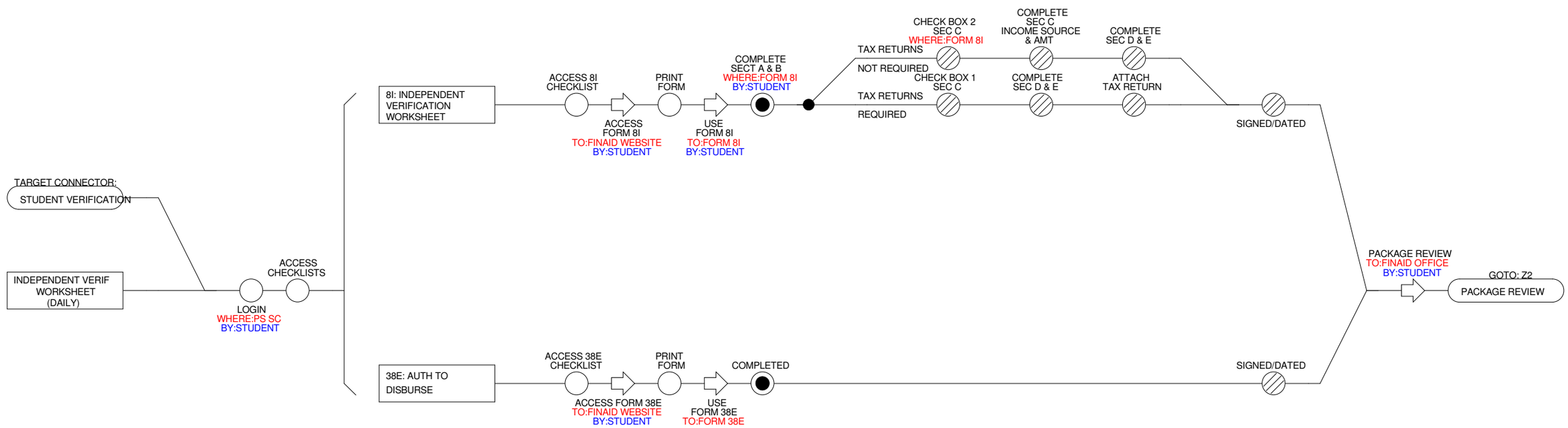
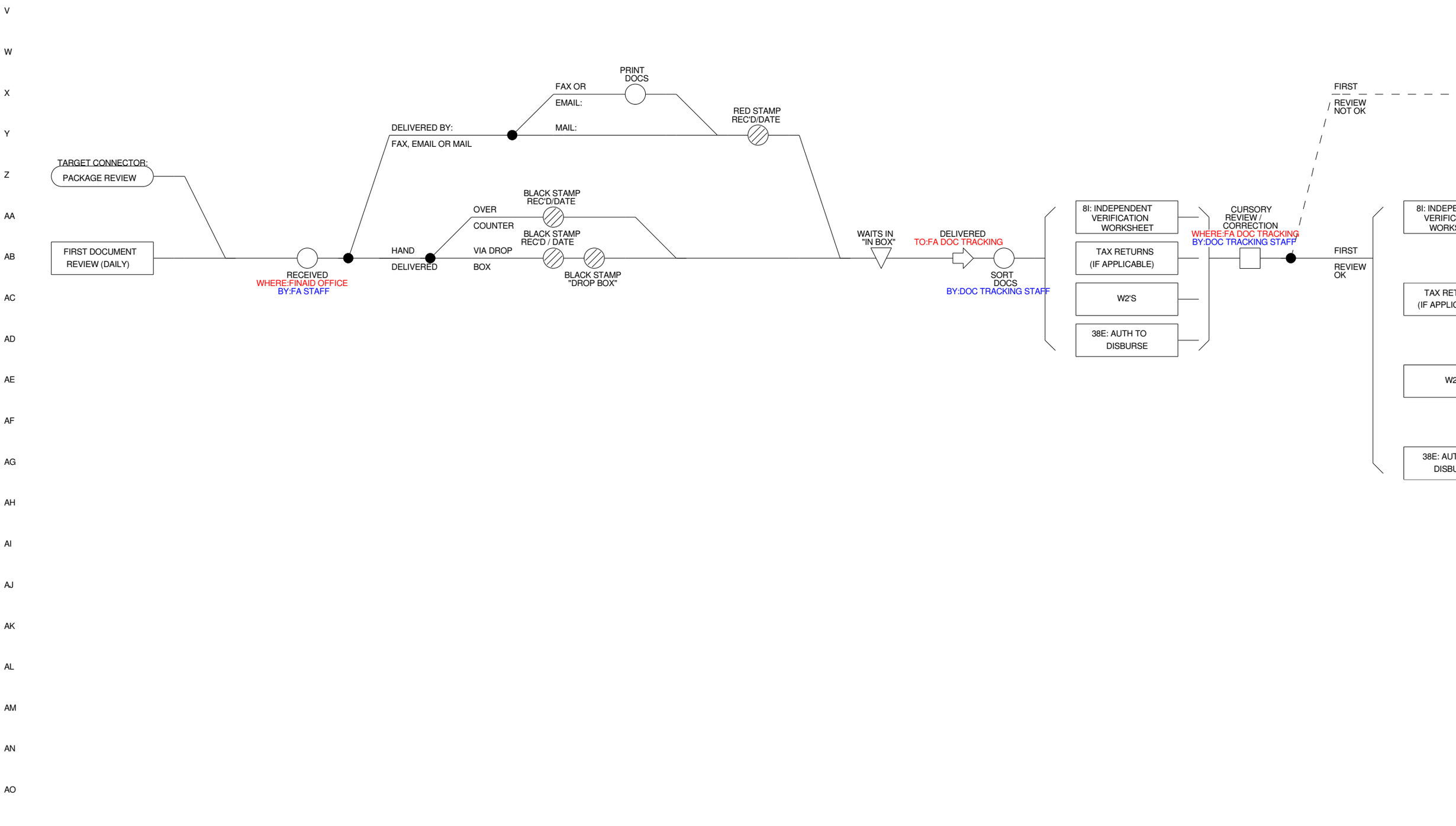


35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68

2
EW

REFERENCE NEEDED INFO (TAX RETS NOT ATTACHED)


V
W
X
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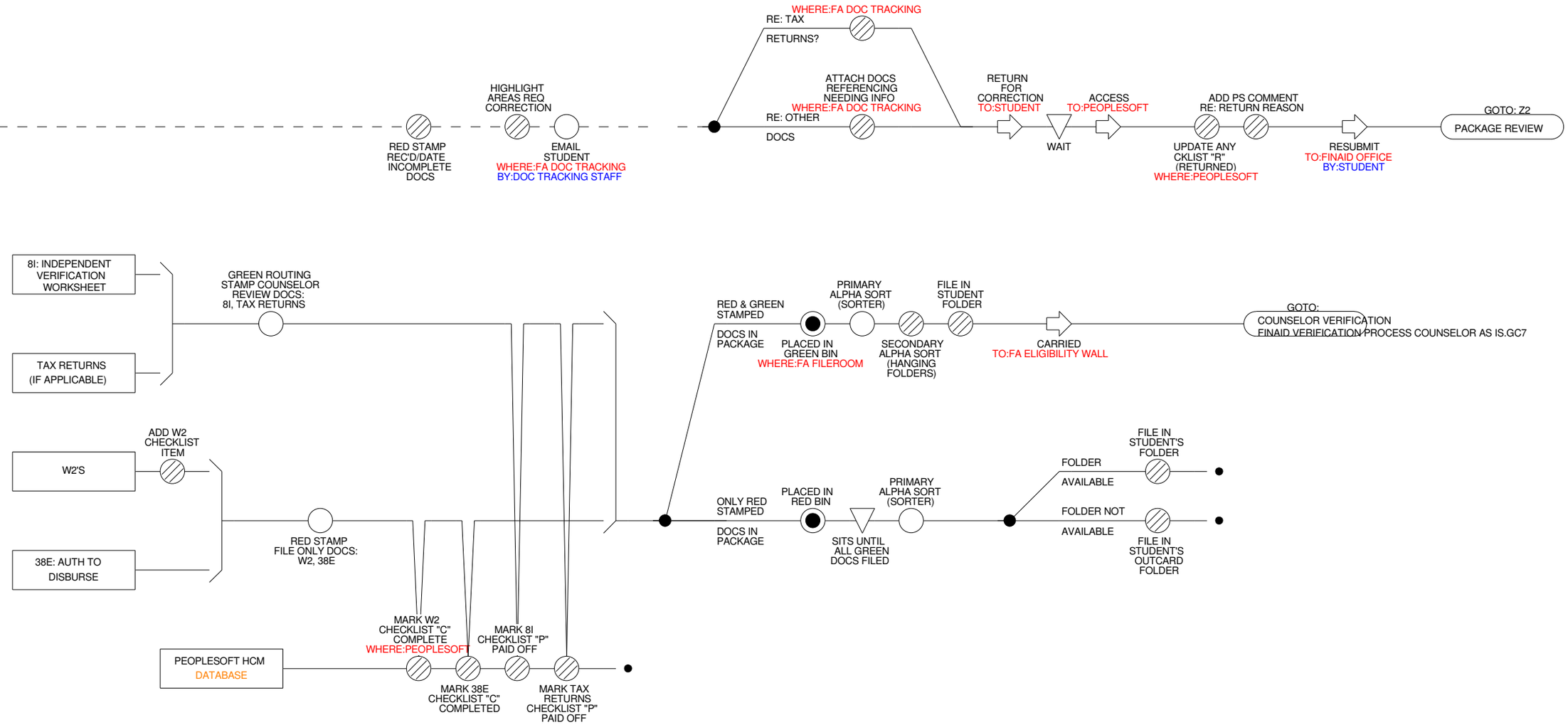
Z
AA
AB
AC
AD
AE
AF
AG
AH
AI
AJ
AK
AL
AM
AN
AO
AP
TARGET CONNECTOR:
PACKAGE REVIEW
FIRST DOCUMENT REVIEW (DAILY)
RECEIVED
WHERE:FINAID OFFICE
BY:FA STAFF
DELIVERED BY:
FAX, EMAIL OR MAIL
FAX OR
EMAIL:
MAIL:
PRINT DOCS
RED STAMP REC'D/DATE
HAND
DELIVERED
OVER
COUNTER
VIA DROP
BOX
BLACK STAMP REC'D/DATE
BLACK STAMP REC'D / DATE
BLACK STAMP "DROP BOX"
WAITS IN "IN BOX"
DELIVERED
TO:FA DOC TRACKING
SORT DOCS
BY:DOC TRACKING STAFF
8I: INDEPENDENT VERIFICATION WORKSHEET
TAX RETURNS (IF APPLICABLE)
W2'S
38E: AUTH TO DISBURSE
CURSORY REVIEW / CORRECTION
WHERE:FA DOC TRACKING
BY:DOC TRACKING STAFF
FIRST
REVIEW NOT OK
FIRST
REVIEW OK
8I: INDEPE
VERIFIC
WORKS
TAX RET
(IF APPLIC
W2
38E: AUT
DISBU


WHERE:FA DOC TRACKING
RE: TAX
RETURNS?
HIGHLIGHT AREAS REQ CORRECTION
ATTACH DOCS REFERENCING NEEDING INFO
WHERE:FA DOC TRACKING
RE: OTHER
DOCS
RETURN FOR CORRECTION
TO:STUDENT
ACCESS
TO:PEOPLESOFT
ADD PS COMMENT
RE: RETURN REASON
GOTO: Z2
PACKAGE REVIEW
RED STAMP REC'D/DATE INCOMPLETE DOCS
EMAIL STUDENT
WHERE:FA DOC TRACKING
BY:DOC TRACKING STAFF
WAIT
UPDATE ANY CKLIST "R" (RETURNED)
WHERE:PEOPLESOFT
RESUBMIT
TO:FINAID OFFICE
BY:STUDENT
8I: INDEPENDENT VERIFICATION WORKSHEET
TAX RETURNS (IF APPLICABLE)
GREEN ROUTING STAMP COUNSELOR REVIEW DOCS: 8I, TAX RETURNS
RED & GREEN STAMPED
DOCS IN PACKAGE
PLACED IN GREEN BIN
WHERE:FA FILEROOM
PRIMARY ALPHA SORT (SORTER)
SECONDARY ALPHA SORT (HANGING FOLDERS)
FILE IN STUDENT FOLDER
CARRIED
TO:FA ELIGIBILITY WALL
GOTO:
COUNSELOR VERIFICATION
FINAID VERIFICATION PROCESS COUNSELOR AS IS.GC7
W2'S
ADD W2 CHECKLIST ITEM
38E: AUTH TO DISBURSE
RED STAMP FILE ONLY DOCS: W2, 38E
ONLY RED STAMPED
DOCS IN PACKAGE
PLACED IN RED BIN
SITS UNTIL ALL GREEN DOCS FILED
PRIMARY ALPHA SORT (SORTER)
FOLDER AVAILABLE
FILE IN STUDENT'S FOLDER
FOLDER NOT AVAILABLE
FILE IN STUDENT'S OUTCARD FOLDER
PEOPLESOFT HCM DATABASE
MARK W2 CHECKLIST "C" COMPLETE
WHERE:PEOPLESOFT
MARK 38E CHECKLIST "C" COMPLETED
MARK 8I CHECKLIST "P" PAID OFF
MARK TAX RETURNS CHECKLIST "P" PAID OFF

GRAHAM PROCESS CHART
FINAID VERIFICATION PROCESS COUNSELOR AS I
FINAID COUNSELOR VERIFICATION AS-IS
BY MH SWANK
IN PROGRESS VERS: 0.00 11/22/2010
PRT: 11\23\2010 16:58 GRID=0.33 IN.

DO	0
ORIGINATE	1
ADD/ALTER	19
HANDLE	1
TRANSPORT	4
INSPECT	7
DELAY	1
DESTROY	0
TOTAL STEPS IN PROCESS	33

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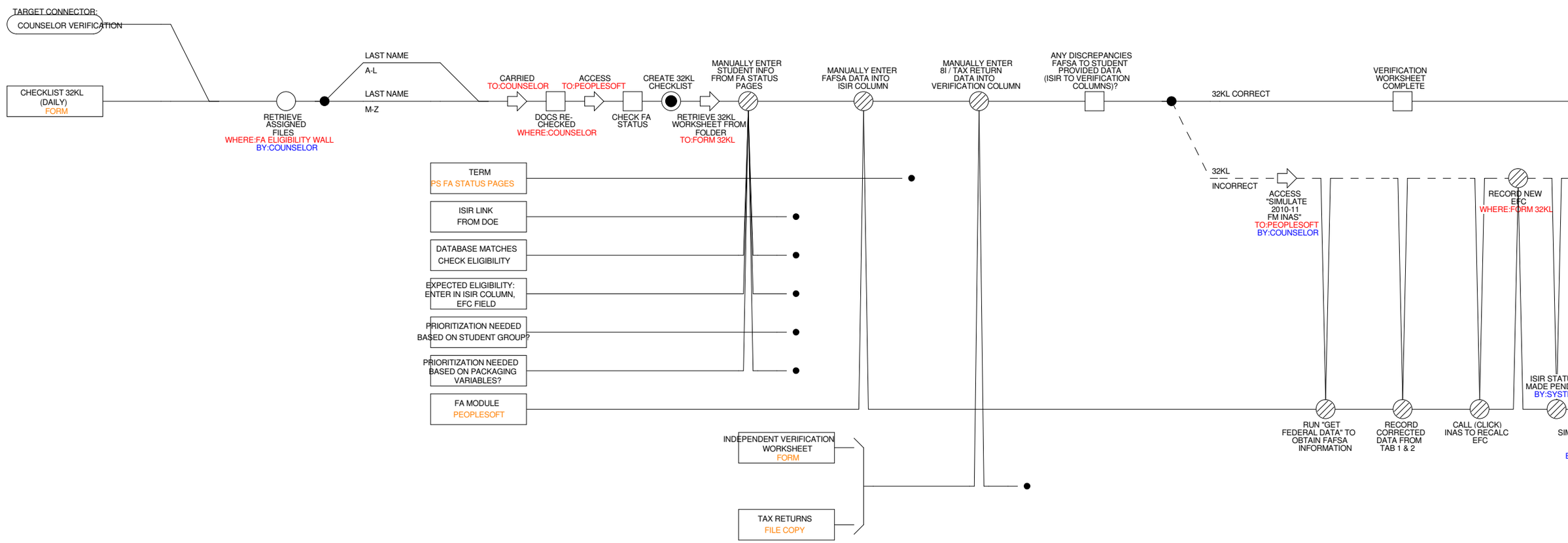

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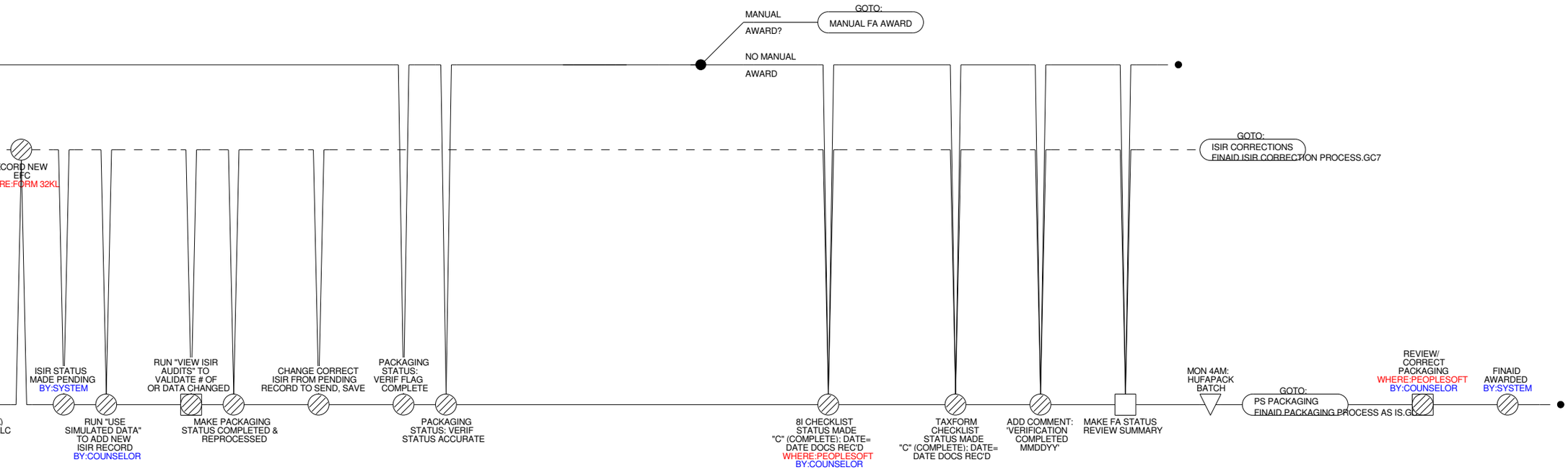


GRAHAM PROCESS CHART

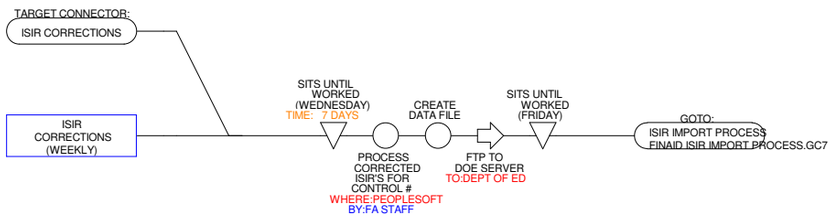
FINAID ISIR CORRECTION PROCESS AS IS.GC7

FA WEEKLY ISIR CORRECTION PROCESS

BY MH SWANK

IN PROGRESS VERS: 0.00 11/18/2010

PRT: 11\23\2010 17:06 GRID=0.30 IN.

DO	0
ORIGINATE	0
ADD/ALTER	0
HANDLE	2
TRANSPORT	1
INSPECT	0
DELAY	2
DESTROY	0
TOTAL STEPS IN PROCESS	5

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520014477P