

Entering Spring RA Appointments into Odyssey: Quick Guide

November 6, 2025



The slides that follow include examples of four different appointment types and how to enter them

1. RAs on sponsored appointments

- Those charged to research WBS accounts or sponsored funds (typically 6-series cost objects)

2. RAs on sponsored billing agreements

- Those charged to balance sheet accounts (typically lower-numbered 1-series cost objects starting with 10 or 11)

3. RAs on non-sponsored appointments (using the GIB RA non-sponsored subsidy)

- Those charged to local GIB or non-sponsored funds (typically 1- or 2-series cost objects)

4. RAs on non-sponsored appointments (not using the GIB RA non-sponsored subsidy)

- Those charged to local GIB or non-sponsored funds (typically 1- or 2-series cost objects)



1. Entering an RA on a sponsored appointment

Details				Distributions		Job Duties		Communication		Edit	
Salary								Total		\$19,665.99	
Cost object	Start date	End date	Percent	Per month	Amount						
6XXXXXX	01/16/2026	05/31/2026	100	\$4,370.22	\$19,665.99						
Tuition								Total		\$32,155.00	
Cost object	Start date	End date	Percent	Per month	Amount						
170XXXX	01/16/2026	05/31/2026	55	\$3,930.06	\$17,685.25						
6XXXXXX	01/16/2026	05/31/2026	45	\$3,215.50	\$14,469.75						
SHIP								Total		\$2,667.00	
Cost object	Start date	End date	Percent	Per month	Amount						
170XXXX			100		\$2,667.00						

Salary goes to sponsored cost object (WBS or sponsored fund)

Funded locally

55% tuition goes to sponsored GIB RA subsidy cost object

Funded by Block Grant (Dean's Office to allocate by year-end)

45% tuition follows sponsored cost object used for salary

Funded locally

SHIP goes to sponsored GIB RA subsidy cost object

Funded centrally (Budgets to be adjusted by VPF at year-end)

Note: Student Life Fees should be funded locally, following current practice.

2. Entering an RA on an in-process sponsored billing agreement

Details						Distributions		Job Duties		Communication		Edit	
Salary												Total \$19,665.99	
Cost object	Start date	End date	Percent	Per month	Amount								
11XXXXXX	01/16/2026	05/31/2026	100	\$4,370.22	\$19,665.99								
Tuition												Total \$32,155.00	
Cost object	Start date	End date	Percent	Per month	Amount								
170XXXX	01/16/2026	05/31/2026	55	\$3,930.06	\$17,685.25								
11XXXXXX	01/16/2026	05/31/2026	45	\$3,215.50	\$14,469.75								
SHIP												Total \$2,667.00	
Cost object	Start date	End date	Percent	Per month	Amount								
170XXXX			100		\$2,667.00								

Salary goes to balance sheet cost object

Funded locally

55% tuition goes to sponsored GIB RA subsidy cost object

Funded by Block Grant (Dean's Office to allocate by year-end)

45% tuition follows balance sheet cost object used for salary

Funded locally

SHIP goes to sponsored GIB RA subsidy cost object

Funded centrally (Budgets to be adjusted by VPF at year-end)

Note: Student Life Fees should be funded locally, following current practice.

3. Entering an RA on a non-sponsored appointment

(55% tuition funded by block grant – once approved by school/DLCI leadership)

Details Distributions Job Duties Communication							Edit
Salary						Total \$19,665.99	
Cost object	Start date	End date	Percent	Per month	Amount		
2XXXXXX	01/16/2026	05/31/2026	100	\$4,370.22	\$19,665.99		
Tuition						Total \$32,155.00	
Cost object	Start date	End date	Percent	Per month	Amount		
190XXXX	01/16/2026	05/31/2026	55	\$3,930.06	\$17,685.25		
2XXXXXX	01/16/2026	05/31/2026	45	\$3,215.50	\$14,469.75		
SHIP						Total \$2,667.00	
Cost object	Start date	End date	Percent	Per month	Amount		
190XXXX			100		\$2,667.00		

Salary goes to non-sponsored cost object (local GIB or non-sponsored fund)

55% tuition goes to non-sponsored GIB RA subsidy cost object

45% tuition follows non-sponsored cost object used for salary

SHIP goes to non-sponsored GIB RA subsidy cost object

Funded locally

Funded by Block Grant
(Once approved by Dean's Office/DLCI leadership)

Funded locally

Funded centrally
(Budgets to be adjusted by VPF at year-end)

Note: Student Life Fees should be funded locally, following current practice.

4. Entering an RA on a non-sponsored appointment (100% tuition funded locally)

Details						Distributions		Job Duties		Communication		Edit	
Salary												Total \$18,302.49	
Cost object	Start date	End date	Percent	Per month	Amount								
2XXXXXX	01/16/2026	05/31/2026	100	\$4,067.22	\$18,302.49								
Tuition												Total \$32,155.00	
Cost object	Start date	End date	Percent	Per month	Amount								
2XXXXXX	01/16/2026	05/31/2026	55	\$3,930.06	\$17,685.25								
2XXXXXX	01/16/2026	05/31/2026	45	\$3,215.50	\$14,469.75								
SHIP												Total \$2,667.00	
Cost object	Start date	End date	Percent	Per month	Amount								
190XXXX			100		\$2,667.00								

Salary goes to non-sponsored cost object (local GIB or non-sponsored fund)

55% tuition follows non-sponsored cost object used for salary

45% tuition follows non-sponsored cost object used for salary

SHIP goes to non-sponsored GIB RA subsidy cost object

Funded locally

Funded centrally
(Budgets to be adjusted by VPF at year-end)

Note: Student Life Fees should be funded locally, following current practice.