

Starting today, February 20, 2017, department users will be able to edit the chartfields that their student's GSHIP health insurance will be charged to using the GSHIP Admin Premium Maint page.

Student Admin Menu > GradStar > GradStar GSHIP > GSHIP Admin Premium Maint.


Favorites ▾ Main Menu ▾ > Student Admin Menu ▾ > GradStar ▾ > GradStar

GSHIP Admin Premium Maint

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

▼ Search Criteria

Student ID:	begins with ▾	<input type="text"/>	<input type="button" value="Search"/>
Aid Year:	begins with ▾	<input type="text" value="2017"/>	<input type="button" value="Search"/>
Academic Institution:	begins with ▾	<input type="text" value="UNCCH"/>	
GSHIP Month:	= ▾	<input type="text" value="07 - February"/>	▾
Department:	begins with ▾	<input type="text"/>	<input type="button" value="Search"/>
Last Name:	begins with ▾	<input type="text"/>	
First Name:	begins with ▾	<input type="text"/>	
GSHIP Monthly Status:	= ▾	<input type="text"/>	▾

[Basic Search](#)  [Save Search Criteria](#)

GSHIP sends a list of enrolled students to BCBS on the fifth workday of the month. Several days later, we receive a premium file back, which contains the premiums for all enrolled students for that month.

Your window to adjust chartfields opens when we load this premium file into GSHIP. At this point, you will be able to find your students by entering their PID, the aid year, and the GSHIP month on the GSHIP Admin Premium Maint page.

GSHIP Payment Maintenance

Aid Year 2017 Empl ID [REDACTED]

Department 315700 Economics

GSHIP Month 07 FEBRUARY Monthly Status Enrolled Premium Amount 269.50

Last Updated by jeroen Last Update Date/Time 02/13/17 4:15:47PM

GSHIP Premium Stipend Distribution Template												
Personalize Find View All [Print] [Refresh] First 1 of 1 Last												
Chartfield String and Amount Chartfields Opt Audit [Filter]												
Fund	Source	Department	Account	Project Grant	Program	Cost Code 1	Cost Code 3	PC Bus Unit	Activ ID	Distrb %	Distrib Amount	Pays Ins Flag
1	20101	12001	280400	569220		FB181				1.000	269.500	

GSHIP Premium Payments												
Personalize Find View All [Print] [Refresh] First 1 of 1 Last												
Chartfield String and Amount Chartfields Opt Audit [Filter]												
Fund	Source	Department	Account	Project Grant	Program	Cost Code 1	Cost Code 3	PC Bus Unit	Activ ID	Amount	Pays Ins Flag	
1	20101	12001	280400	569220		FB181				269.500		+ -

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

This page shows two grids:

GSHIP Premium Stipend Distribution Template

This grid is populated by default with chartfields based on the student’s HR, NS, and voucher stipends for the current term in GradStar. Summer chartfields are based on Spring stipends.

GSHIP Premium Payments

This grid is initially populated with the same chartfields, and the chartfields listed here is where the premium will be charged at the end of the month when GSHIP posts journals. You may now add or remove chartfields in this grid to make adjustments.

The window to make your adjustments closes when GSHIP generates the journal entries for the month. This happens around the 25th of each month.

F.A.Q.:

Error message: GSHIP Premium Payments total of XXX.X does not equal Monthly Premium 269.5 (24000,55) The total amount of the Premium Distribution lines must be equal to the Monthly Premium

The sum of all amounts for your chartfields needs to add up to the Premium Amount listed at the top of the page.

Error message: Project ID XXXXXXXX cannot pay health insurance (24000,56) Please replace with valid chart field string.

One of the chartfields has a project/grant that is flagged to not allow health insurance payments in PS Finance. You can recognize this chartfield by the ‘N’ in the column ‘Pays Ins Flag.’ Contact OSR and ask them to change the flag, or use a different chartfield.

I see 'No matching values were found.' when searching for the current month and aid year.

You can only open premium maintenance for a month after the premium file for that month has been loaded. This happens around the 7-10th workday of the month.

I cannot change any chartfields.

You can only change chartfields before GSHIP journals are generated around the 25th of the month.