Paperless/Automated VA Benefits Processing & TCC
Hazlewood Copy Job

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TEXAS STATE UNIVERSITY
The rising STAR of Texas
Texas State Quick Facts

- Official Fall 2017 Enrollment- 38,666
  - Total Veterans – 1,040
  - Total Dependents – 2,821
  - Overall – 3,861 (9.9%) 

- Official Spring 2017 Enrollment- 35,866
  - Total Veterans – 1,035
  - Total Dependents – 2,260
  - Overall – 3,295 (9.1%) 

- VA Office Staff
  - Coordinator, Veteran Benefits - 1
  - Administrative Assistants – 2
  - Student Workers – 4-14* 
    *varies by semester 

- Use Banner as our SIS
What is .NET?

- The .NET Framework is a technology that supports building and running the next generation of applications and XML Web services. The .NET Framework is designed to fulfill the following objectives:
  - To provide a consistent object-oriented programming environment whether object code is stored and executed locally, executed locally but Internet-distributed, or executed remotely.
  - To provide a code-execution environment that minimizes software deployment and versioning conflicts.
  - To provide a code-execution environment that promotes safe execution of code, including code created by an unknown or semi-trusted third party.
  - To provide a code-execution environment that eliminates the performance problems of scripted or interpreted environments.
  - To make the developer experience consistent across widely varying types of applications, such as Windows-based applications and Web-based applications.
  - To build all communication on industry standards to ensure that code based on the .NET Framework can integrate with any other code.
.NET Application Purpose

- To streamline the VA Certification Process for students and staff by:
  - Increasing the speed and efficiency by which VA staff processes benefits.
    - Eliminating the possibility of misplacing a student’s file.
    - Easily maintain student records.
  - Reducing the amount of foot traffic because students can now submit documentation online from anywhere as well as check the status of their own certification requests.
  - Ensuring uniformity among requests by only allowing one method of document submission.
  - Significantly reducing the enormous paper consumption and storing.

- Allowing uploaded documents to be indexed and filed automatically in our Document Imagining System.

- In progress next phase where flat files are generated and exported to Student Business Services to upload into Banner.
We’re Paperless!!
How does it work for students?

1. Students login using their Net ID and password just like they’re logging into TRACS and their Bobcat Mail.
   a. Application can be accessed on smartphones and tablets.
2. Click “Add New Request” on the left side of the screen.
3. Answer questions as they pertain to the student.
4. If additional documents are needed for their benefit type, they will upload them on the last page of the request.
   a. If students do not have the required documents at the time of their submission, they can go back and upload them at a later time by clicking “My Request.”
Step One: Login

If students have not yet activated their Net ID, they can do so on the login page.
Step Two: Add New Request

Welcome to the VA Certification Request system

Be advised that any request submitted by our deadline will be processed and on your bill when SBS posts them, provided your request had all pertinent documents submitted and were complete. You can check your status by clicking on the above Certification Request button.

Any request submitted after the semester deadline we will do our best to have on your bill. If you do not see it two weeks prior to , please make alternative arrangements, such as an emergency loan, for paying the minimum due to get in school.

Note. All documents must be submitted via our online request system. We will no longer accept documents via email, fax, or mail. If you hand carry it in, we will scan them, email them to you, and give the documents back. You are welcome to use our kiosk to upload them to your request.

If you have any questions, please call 512-245-2641 or email us at veteransaffairs@texasstate.edu.

Instructions:

1. Please have all required documents prepared as jpeg/jpg or pdf files.

2. Click on the “Add New Request” for a new request.

3. Click on the “View Requests” to view previously entered requests.

4. If you are using benefits with our office for the first time or are changing benefits select “Incoming Student” (even if you have previously attended Texas State).

5. Ensure that you select the correct term you are applying for, current term will default.

6. Only submit ONE request per semester.

ALL STUDENTS using VA Education Benefits must complete this form each semester AFTER registering for classes. You should register as soon as possible and complete this certification request immediately following to avoid any delays in receiving your benefit.

Choose From the Following Options:

- New Request
  - Make a new VA certification request

- View Requests
  - View your VA certification requests
Step Three: Complete Internal Form

Please answer the following questions for your situation:

1. Veteran or Dependent?
   - Veteran
   - Dependent

2. GI Bill or Hazlewood Benefit?
   - GI Bill Benefit (including Voc Rehab)
   - Hazlewood
   - Both

Continue >>
Step Three: Complete Internal Form

VA Certification Request

Veteran/GI Bill Benefits:

- I am eligible to receive VA Educational Benefits and request courses applicable to my degree be certified.
- I am not repeating any course previously taken and completed except as permitted by VA regulation.
- I will notify the Texas State VA Office of any changes to my enrollment, address, status, or major.

> NOTE: If you are requesting certification during LATE REGISTRATION (for any semester) you must make payment arrangements (emergency tuition loan, financial aid, or out-of-pocket) until the VA pays your tuition. LATE REGISTRATION and schedule changes during that time will be certified to the VA AFTER the 12th class day and may not receive their book and BAH stipend until a few weeks after that time.

>NOTE: During certification for the current semester, classes that appear as "open electives" on your degree audit report and/or repeated courses not permitted by VA regulation will not be certified as hours towards VA stipend benefit. You will also be responsible for the tuition and fees of these courses if applicable (Chapter 33 Post 9/11 & Chapter 31 VOC/REHAB only). Texas State's VA office will strive to notify individuals either through their Texas State email accounts or via phone of any uncertifiable courses they are enrolled in. Students must provide documentation from their academic advisors in order to certify such courses.

Click "Continue" if you acknowledge the requirements:

<< Back  Continue >>
Step Three: Complete Internal Form

1. I am using benefits at Texas State University for the first time:  ○ Yes  ○ No

2. Texas Residency Status:  ○ Resident  ○ Non-Resident

3. Classification:  ○ Freshman  ○ Sophomore  ○ Junior
   ○ Senior  ○ Graduate  ○ Non-Degree Seeking

4. Program:  ○ CH 33 - Post 9/11 GI Bill
   ○ CH 36 - Dependent's Education Assistance

5. Semester for Certification:  Please Select

6. Are you graduating this semester?  ○ Yes  ○ No

7. Are you taking any correspondence, extension, or study abroad classes?  ○ Yes  ○ No
   (Hazelwood does not cover tuition/fees for these course types)

<< Back  Continue >>
Step Three continued...

- *Students ensure that their personal address information is accurate. If their address needs to be updated, they can do so from the application—updates in .Net do not change Banner information.*

- **Major/Minor fields are pulled directly from Banner and cannot be changed by the student.**

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I UNDERSTAND THAT I MUST NOTIFY THE OFFICE OF VETERANS AFFAIRS AT TEXAS STATE OF ANY CHANGES IN MY ENROLLMENT STATUS; I MAY BE CERTIFIED FOR CONTINUOUS ENROLLMENT, IF I HAVE CHANGED MY MAJOR OR TRANSFERRED, IT WAS DONE VOLUNTARILY.

By clicking "Next Step," I give permission to the Texas State Office of Veterans Affairs to obtain information concerning my academic status from any department or academic advising center. I also understand I must review my degree audit and any classes I sign up for that are not counted in the degree I am responsible for paying the university.

With few exceptions, state law gives you the right to request, receive, review, and correct information about yourself collected on this form.

☐ I Agree

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™
Step Four: Upload documents

Your Request has been submitted for processing, but will not be completed until you have uploaded the required documents listed below.

Digital signatures are not accepted and you will not be processed if you do not provide an actual signature where required.

NOTE THAT THE LIST OF DOCUMENTS BELOW IS GENERATED BASED ON THE GENERAL REQUEST, SO THEY MAY NOT ALL PERTAIN TO YOU.

Please monitor your bill and notify this office of any changes to your schedule.

The only acceptable file formats are:

- .PDF
- .JPG
- .TIFF

The system will not allow you to upload anything that is not in one of those four formats, so any screenshots in PNG format will need to be converted to a different file type.

Please include your Texas State Student ID number in your emails to this office.

▪ The list of required documents varies based on benefit and selections throughout the Certification Request.

▪ Photos of documents from a phone/tablet photo library can be uploaded.

▪ For students that need to upload documents at a different time, click “View Requests”
How does it work for VA Staff?

1. After logging in, click “All Requests.”
2. Input filter criteria and “Apply Filter.”
   a. Our office generally filters by “Submitted” status and the current semester
3. Review student’s personal information.
   a. Ensure classes in are required by their Degree Audit Report
4. Review uploaded documents (if required by benefit type).
   a. If need be, we can upload documents for the student
5. Make any notes on the request and change the status.
   a. If the student needs to be informed of anything, we can type a message to be sent to the student’s Texas State email automatically when their status is updated
Step one: Login and click “All Requests”
### Step Two: Enter filter criteria and “Apply Filter”

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Privacy Hold</th>
<th>TX State ID</th>
<th>Name</th>
<th>Age</th>
<th>Date Submitted</th>
<th>Benefit</th>
<th>Program</th>
<th>Semester</th>
<th>Registered</th>
<th>Alerts</th>
<th>Status</th>
<th>Status Date</th>
<th>Select All</th>
</tr>
</thead>
<tbody>
<tr>
<td>38784</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td>2/24/2017 2:01:44 PM</td>
<td>GI Bill</td>
<td>CH 35 - Dependent’s Education Assistance</td>
<td>201730</td>
<td>Y</td>
<td>Submitted by Student</td>
<td></td>
<td>2/24/2017 2:01:44 PM</td>
<td></td>
</tr>
<tr>
<td>34838</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td>11/15/2016 11:37:08 AM</td>
<td>GI Bill</td>
<td>CH 35 - Dependent’s Education Assistance</td>
<td>201730</td>
<td>Y</td>
<td>Submitted by Student</td>
<td></td>
<td>10/2017 2:29:57 PM</td>
<td></td>
</tr>
<tr>
<td>34838</td>
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<td></td>
<td></td>
<td></td>
<td>11/15/2016 11:37:08 AM</td>
<td>Hazlewood</td>
<td></td>
<td>201730</td>
<td>Y</td>
<td>Submitted by Student</td>
<td></td>
<td>1/2/2017 2:29:57 PM</td>
<td></td>
</tr>
</tbody>
</table>
### Step Two: Filters

#### Status:
- **Submitted by Student**
- Incomplete
- Reviewed
- In Process
- Certified
- Complete
- Amending
- Pending
- Cancelled
- Denied
- Withdrawn
- Training/Testing

#### Benefit:
- CH 30 - Montgomery GI
- CH 31 - Vocational Rehab
- CH 33 - Post 9/11 GI Bill
- Fry Scholarship
- CH 35 - Dependent's Education Assistance
- CH 1606 - Reserve GI
- CH 1607 - VEAP

#### Used Benefits:
- Recertification/Returning Student
- Transfer Student
- Incoming Student

#### Program:
- Please Select
- GI Bill Benefit (including Voc Rehab)
- Hazlewood
- Both
Step Three: Review students’ personal information

Request Number: 38789
Request Status: Submitted by Student

HAZLEWOOD EXEMPTION REQUEST

Military Status: 
Student Status: 
Semester: 
Student ID Number: 
Date of Birth: 
First Name: Anson 
Middle Name: Miles 
Last Name: Davis 
Mailing Address: 
City/State: 
Zip Code: 
Telephone: 
Email: 

Have you used the Hazlewood Exemption at any state supported institutions since Fall 1995 OTHER than Texas State University? 
No

Have you EVER received state or federal student loans? 
No

Are you in DEFAULT of a state or federal student loans? 
No

Print
Step Four: Review uploaded documents

Staff can upload non-traditional documents (advisor emails, SB297 forms, etc.) to document imaging from the application.
Step Five:
Make additional notes and change the status
Additional Administrative Functions

- “Manage Roles”—control who has administrative privileges
- “Manage Lists”—control dropdown list options
- “Manage Static Data”—control text of disclaimers, status emails, etc.
- “Configure Form Data”—control which documents are required for uploads
- “Manage Active Semesters”—toggle semesters on or off based on the time of year
Hazlewood Copy Process

- Create a list of students to be copied and load them into a manual population selection. Create manual pop sel on GLRSLCT.
- Check GLAEXTR to make sure same number of records that were in the spreadsheet populate in this form.
Hazlewood Copy Process

- Run SZPHECP. Change from and to terms and run in audit mode the first time.
- Review output to ensure same number of records were and data is copying. Then run again in update mode.
- When copying to fall, you must run from spring to fall and then from summer to fall. Save your output.
Hazlewood Copy Process

**Printer Control**

- **Printer:** DATABASE
- **Special Print:**
- **Lines:** 55
- **Submit Time:**

**Parameter Values**

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>00</td>
<td>Student ID</td>
<td>STUDENT</td>
</tr>
<tr>
<td>04</td>
<td>Application ID</td>
<td>HZ_COPY</td>
</tr>
<tr>
<td>05</td>
<td>Selection ID</td>
<td>MH07</td>
</tr>
<tr>
<td>06</td>
<td>Creator ID</td>
<td>MH07</td>
</tr>
<tr>
<td>07</td>
<td>User ID</td>
<td>003615</td>
</tr>
<tr>
<td>08</td>
<td>FICE</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Data Selection</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Report Mode</td>
<td></td>
</tr>
</tbody>
</table>

- **LENGTH:** 9
- **TYPE:** Character O/R: Optional, N/S: Single

If running for a single ID, enter ID. If running for all students enter %.

**Submission**

- **Save Parameter Set as**
- **Name:**
- **Description:**
- **Hold**
- **Submit**

*run in audit mode the first time*
Hazlewood Copy Process

- Data Copy Needed when running in audit mode means that student’s information will be copied over.
- No data found means there is nothing to copy, so you will need to manually enter that student.
- When run in update mode, students who have been copied will have Successful copy in the output.
# Hazlewood Copy Process

![Saved Output Review](image)

- **Process:** S2PHECP
  - Hazlewood Exemption Copy
- **Number:** 4672968
- **File Name:** s2phecp_4672968.txt
- **Beginning Date Saved:**
- **Lines:** 2,090

<table>
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<th>Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Adkins</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Adams</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Aguil</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Aguila</td>
<td>Successful copy</td>
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<td>Aguila</td>
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<tr>
<td>Aguila</td>
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<tr>
<td>Aquiz</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Akers</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Akers</td>
<td>No data found</td>
</tr>
<tr>
<td>Albera</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Alberg</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Alcorn</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Alcova</td>
<td>Successful copy</td>
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<tr>
<td>Aldena</td>
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<tr>
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<tr>
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</tr>
<tr>
<td>Alfaro</td>
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<tr>
<td>Alford</td>
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</tr>
<tr>
<td>Aligae</td>
<td>Successful copy</td>
</tr>
<tr>
<td>Allexa</td>
<td>Successful copy</td>
</tr>
</tbody>
</table>

*Note: The highlighted row indicates a specific outcome.*
Hazlewood Copy Process

1. Awards
2. Auto-Calculation
3. Reported Date
4. Service Member
   - First Name
   - Middle Name
   - Last Name
   - Zip Code
   - Birth Date
   - SSN
   - Loan Default
   - Meets Residency
   - Combat Exemption
   - Out of State Waiver
Hazlewood Copy Process

Problem:
1. Term Code- Whatever term you copy from is the term that is inserted.
2. Hours and Amount- Whatever hours and amount from term you copy from are the hours and amount that are inserted.
3. Certify and Reported Date- Whatever dates from term you copy from are the dates that are inserted.
4. Loan Default, Meets Residency, Combat Exemption, and Out of State Waiver are NOT copied.

Solution:
A custom script was created that updates the term, thus updates the hours and amounts. It also puts a new certification date in based on the parameter entered and blanks out the reported date. Additionally it copies the Loan Default, Meets Residency, Combat Exemption, and Out of State Waiver from the term in the parameters.
Hazlewood Copy Process

- Run TZR0089. Change from and to terms and change Certifying Date to census date for POT 1.
- You do not need to run for both spring and summer when doing fall. Save output.
### Hazlewood Copy Process

#### Process Information
- **Process Number:** TZRO089
- **Update SZAHEVH**
- **File Name:** tzr0089_d673006.xls
- **Beginning Date Saved:**
- **Lines:** 3,606

#### Transaction Details
- **From record does not exist on SZAHEVH for ID: AG2571212 term: 201710**
- **Values updated for ID:**
  - **Changed award term 201710-->201730 hours 15-->15 payment amount 5109.05-->5019.05 cert date 14-SEP-16-->01-FEB-17 reported date 20-JAN-17**
  - **Values updated for ID:**
  - **Changed award term 201710-->201730 hours 6-->6 payment amount 2285.42-->2285.42 cert date 14-SEP-16-->01-FEB-17 reported date 20-JAN-17**
  - **Values updated for ID:**
  - **Changed award term 201710-->201730 hours 12-->12 payment amount 4097.84-->4097.84 cert date 14-SEP-16-->01-FEB-17 reported date 20-JAN-17**
  - **Values updated for ID:**
  - **Changed award term 201710-->201730 hours 15-->15 payment amount 5169.05-->5169.05 cert date 14-SEP-16-->01-FEB-17 reported date 20-JAN-17**
  - **Values updated for ID:**
  - **Changed award term 201710-->201730 hours 12-->13 payment amount 4097.84-->4404.91 cert date 14-SEP-16-->01-FEB-17 reported date 20-JAN-17**
  - **Values updated for ID:**
  - **Changed award term 201710-->201730 hours 13-->15 payment amount 4404.91-->5319.05 cert date 14-SEP-16-->01-FEB-17 reported date 20-JAN-17**
  - **Values updated for ID:**
  - **Changed award term 201710-->201730 hours 12-->11 payment amount 3844.84-->3790.77 cert date 14-SEP-16-->01-FEB-17 reported date 20-JAN-17**
  - **Values updated for ID:**
  - **Changed award term 201710-->201730 hours 12-->6 payment amount 4097.84-->2408.42 cert date 14-SEP-16-->01-FEB-17 reported date 20-JAN-17**
  - **Values updated for ID:**
  - **Changed award term 201710-->201730 hours 12-->15 payment amount 4097.84-->5019.05 cert date 14-SEP-16-->01-FEB-17 reported date 20-JAN-17**
  - **Values updated for ID:**
Questions, Answers, Sharing

Q + A = progress

Contact Information

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