

HOUSING SCHEDULE (Yearly cycle)

Please **NOTE** that most of the **HOW TO** do things in **MITSIS** are pretty well explained in the "blue bible" binder

Monthly jobs:

Charge rents- Grad. Students are charged monthly, while Undergrads are charged semesterly, so each month the assessment picks up any changes to any undergrad student's account
Charge Grad. House tax

ANY TIME

- Set up a new building, new rate codes, new detail codes (if needed)
- Random assessments to accounts that can't wait for the monthly cycle – usually requested by the house managers or the Housing office
- Random One Time charges- requested via e-mail. If they are just a couple, you can do them manually, but if it is a long list- use the One Time fee process with Ross Runnion
- Run different reports- usually requested by the House managers- the most common one is the Resident list

MARCH

- Receive the Housing rates for the following year (from Kathryn)
- **Note:** The Undergrad. students are charged the new rates starting the summer, while the Grad. Students are charged the new rates starting Sept. 1st
- Set the Summer and the following Fall and Spring semesters in MITSIS- dates, rates, status codes, any new rate codes, detail codes, initial weighted average fee, etc.
- Set up the Graduate House tax for the new semesters in:

https://student.mit.edu/cgi-bin/stv_main_menu.sh?Application=HOUS

and choose: "[Grad Housing Tax Rules](#)"

- Work with Robin Smedick on setting the Freshmen billing schedule (see other file attached)
- Charge Grad. Students for March rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments, as well, for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

APRIL

- Charge Grad. Students for April rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester

- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

MAY

- Roll Over all Graduate students to the Summer (usually done in early May after an e-mail request from the Grad. Housing office)
 - **Note:** Undergraduate students are **not** rolled over to the Summer
- Run daily assessment for all students (recent changes to the whole student population), because they need to pay their balances due before they are able to graduate (late May)
- Charge Grad. Students for May rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

JUNE

- Charge undergraduate rents for the Summer semester
 - Note:** Wait until you have the OK from Robin, but not past the SFS deadline. House managers have a deadline depending on the SFS schedule (usually a couple of days before) to input all of the Undergraduate students in MITSIS for the summer. It is done manually, because there are so many changes that it is easier for them to input them, instead of fix changes to accounts
- Charge Grad. Students for June rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

JULY

- Charge all Freshmen initial Ave. weighted fee for the upcoming semester's rent (see the Freshmen billing file for more details)
- Charge Grad. Students for July rent, as well as House tax.
- Run an assessment on the whole student body for the Summer semester as well (that would pick up any changes made to their accounts in the current semester)
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

AUGUST

Note: Make sure NOT to run any jobs for the Fall semester, just for the current SUMMER

- Roll Graduate students to the Fall (after an e-mail request from the Grad. Housing office)
- Refer to the Freshmen billing schedule and run whatever jobs are scheduled, following the dates (important)
- Charge Grad. Students for Aug rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

SEPTEMBER

- Run a full assessment for the fall semester
Note: Depending on the SFS billing schedule, House managers have to input every single person in a room prior to the general billing assessment
- Frequent assessments are run during the 1st half of the month due to students moving all over the place
- **Refer to the Freshmen billing schedule and run whatever jobs are scheduled, following the dates (important)**
- Run another full assessment for the Summer term
- Charge Grad. Students for Aug rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

OCTOBER

- Work on paying each dorm's dues to Dorm Con for House tax (undergrads), with the exception of Bexley- they do not participate in this
- Charge Grad. Students for Aug rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

NOVEMBER

- Charge Grad. Students for Aug rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office

- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

DECEMBER

- Roll both Graduate and Undergraduate students to the Spring
- Bill Undergraduate students for the Spring
- Charge Grad. Students for Dec rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

JANUARY

- Charge Grad. Students for Jan rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025

FEBRUARY

- Work on paying each dorm's dues to Dorm Con for House tax (undergrads), with the exception of Bexley- they do not participate in this
- Charge Grad. Students for Feb rent, as well as House tax.
- Running the above job for the whole student population will pick up any changes made to Undergraduate assignments as well for that particular semester
- Run assessments and make changes as needed and requested for by the House managers or the Housing Office
- Send the Monthly One Time fee charges to Ross Runnion, RRunnion@MIT.EDU, ex. 4-9025