

The Office of Scholarships and Financial Aid (OSFA) recently sent out emails to departments informing them of situations where one or more of their Federal Work Study (FWS) student's earnings exceeded the student's FWS award. Departments should be monitoring their FWS students' awards and terminating a student's FWS position through an ePAR prior to earnings exceeding the FWS award. However, in cases where the ePAR is not processed timely, an IPT journal must be processed to move the 70% federal portion of the excess FWS earnings from the FWS grant project # to the department, and to move the entire amount of the excess earnings from the Work Study account (714010) to the Student Wage account (713010). The new IPT process does not allow for transfers between accounts. As a result, the following procedures should be followed for FWS payroll transfers:

- 1) Complete the IPT transfer in the amount and percentages as requested by OSFA. The total transfer amount should be split according to the 70/30 FWS distribution. For example, if the over-earned amount is \$1,000, \$700 (70%) should be transferred from the FWS grant and \$300 (30%) should be transferred from the match department. ***If the department to which you are transferring the over-earned amount is the same as the match department, you still need to transfer the 30% between payroll expense accounts 714010 and 713010.***
- 2) Validate and create the IPT as noted in the general IPT instructions, using the appropriate 714010 account lines within the IPT data entry page. ***You cannot change the account from 714010 to 713010 at this point. That change will be made by Financial Accounting Services (FAS) after the journal is first submitted for approval.***
- 3) Once the IPT journal is created, ***attach a copy of the ePAR showing that the FWS position was terminated and a copy of the email from the OSFA FWS Coordinator.***
- 4) Submit the IPT journal for approval. It will route to FAS where the account for the debit lines will be changed to the 713010 Student Wage account. FAS will revalidate and submit the journal, which will then route through the normal approval workflow.

As provided by OSFA in their FWS training, a FWS tracking spreadsheet is available for departments to track their FWS dollars. A copy has been placed in the PF SharePoint under Modules > General Ledger > [FWS Pay Period Tracking Sheet](#).

Supporting Documentation:

To attach supporting documentation, click the OnBase "Documentation" button on the Header or Lines page. See https://nau.edu/its/learn/psfinancials_Attachments/ for detail instructions.

Required documentation:

Important!! Journals submitted without the supporting documentation identified below will be denied.

All Payroll Transfers:

- Copy of ePAR funding change page showing that the funding change has been made/corrected in the Payroll system. If an ePAR is not available for the transfer (e.g., IPT is for terminated position), attach job data record showing termination, or other documentation indicating that an ePAR is not necessary (see Exhibit A for example).
- Federal Work Study (FWS) transfers to Student Wage must include the email from the Financial Aid FWS Coordinator requesting the IPT transfer.

Additional documentation for transfers involving grant projects:

- [Cost Transfer Justification Form.](#)

Exhibit A - Example ePAR attachment:

View a Funding eForm

Step 1 of 2: View Funding Data ?

The information below was gathered on the eForm. Choose Next to see the eForm's history.

▼ Form Info

Position Number:	00027022	Research Analyst	eForm ID:	452059
Department	11380	Institutional Rsroh & Analysis	Position Query	
Initiator:	Ink28		Account:	711010
Initiator Phone:	928/523-9381		Job Code	87047
Initiator Email:			Department Budget Table	
Pay Period Begin Date:	08/08/2016			

Position Incumbents Personalize | Find | View All | [Print] | [Refresh] First 1 of 1 Last

#	Empl ID	Empl Rcd	Display Name	Pay Group	Position Hire Date
1	2173207		C	APP	08/04/2014

If you are initiating a funding change for the upcoming fiscal/academic year for Faculty, please use a July 1st Effective Date. Note: if the new fiscal year has already begun, please use the first day of the current pay period.

Funding Search: Wildcards (%) may be used in the PF Dept, Fund, Program and Project columns. For example, PF Dept = 262% will return all valid funding combinations for PF Depts beginning with 262.

Use this form to make CURRENT and FUTURE dated funding changes. If you need to make PAST effective dated funding changes prior to the first day of the current pay period, please process these via an IPT in the PS Financials system.

Compare Original Funding

Position Funding Find First 1-2 of 2 Last

Effective Date: 07/01/2015 Eff Seq: 1 ERE Same as Earnings Unchanged

Earnings Distribution Personalize | Find | [Print] | [Refresh] First 1-2 of 2 Last

#	PF Dept	Fund	Program	Project	Project Funding End Date	Distrb %	Search	Row Action
1	8010020	1100	F003			50.000	Search	Unchanged
2	1890070	2400	B001			50.000	Search	Unchanged

Effective Date: 07/01/2016 Eff Seq: 0 ERE Same as Earnings Added

Earnings Distribution Personalize | Find | [Print] | [Refresh] First 1 of 1 Last

#	PF Dept	Fund	Program	Project	Project Funding End Date	Distrb %	Search	Row Action
1	8010020	1100	F003			100.000	Search	Added