

Federal Work Study Payroll Expense Transfer (IPT) Journals

Federal Work Study Payroll Transfers:

When a student's Federal Work Study (FWS) earnings exceed the student's FWS award, the Office of Scholarships and Financial Aid (OSFA) will notify the sponsoring department informing of the need to process a payroll transfer (IPT) journal. 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 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 (see example below)***
- 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](#).

Example (step #1)

Email from OSFA:

Payroll Transfer Required - FWS Student Employees Earnings' Exceed FWS Award 2016-2017

This e-mail should be forwarded to your Business Manager within your department to do the payroll transfer.

Riley 3295124
The student's total earnings over the award amount (\$2521.53 – \$2500.00= **\$21.53**) needs to be transferred. Of this amount 70% (\$15.07) needs to be debit 713010 and credit 714010.

Total earnings greater than Federal Work-Study (FWS) award	21.53	
100% Debit department Student Wage Account 713010	21.53	enter in transfer amount
70% Credit Federal Work Study (FWS) project G1000245, 714010	15.07	
30% Credit department Federal Work Study (FWS) Account 714010	6.46	

Adjust the cents on the 70% or 30% amount as necessary so they equal the total amount.

Journal Header Long Description:
Transfer earnings that exceed FWS Award: Riley 3295124 PPE 1/29/17. Total earnings \$2521.53 FWS award \$2500.00
Attach this e-mail to your IPT journal as documentation

Also the student's FWS **3295124** **immediately** to avoid further payroll transfers.

Please complete the payroll transfer by March 6th.

Search and transfer entry:

Favorites | Main Menu > General Ledger > Journals > Journal Entry > NAU Journal Entries > Create/Correct IPT Journals

NAU IPT Journal Entry

Unit: NAUBU Journal ID: NEXT Journal Date: 02/09/2017 Ledger Group: RECORDING Descr: Transfer earning that exceed FWS Award

Purpose
 Adjust Original Payroll Expense
 Correct Posted IPT Journal

Search Criteria
 Pay-End Date* From 01/29/2017 To []
 Pay-End Period* 01/29/2017 [] Employee ID* 3295124

Reset Search Transfer Lines Validate Journal Create

Select/Deselect All

FWS lines (account 714010)

#	Ori. Journal ID	Ori. Jnl Dt	Account	Fund	Dept	Program	PC Unit	Project	Actvt	Empl ID	Pay-End Dt	Ori. Amt	Prior Transfers**	Transfer Amt	SpeedChart
<input checked="" type="checkbox"/>	1	GMPY093774	01/31/2017	714010	3100	5029000	E004	GRT01	1000245	1	3295124	01/29/2017	189.94	15.07	5700010F25
<input checked="" type="checkbox"/>	2	PAY0093776	01/31/2017	714010	2500	5700010	F006			3295124	01/29/2017	81.40		6.46	5700010F25
<input type="checkbox"/>	3	PAY0093776	01/31/2017	720260	2500	5700010	F006			3295124	01/29/2017	1.09			

Related IPT Journals