

Correcting Non-Matriculated Student Transactions in GFS

The two systems, Student Financials and HR Payroll, involved in generating non-matriculated student support work differently when correcting aid lines that have already disbursed.

Student Financials (VSR Fee, Quarterly Fees, and Tuition):

Corrections to non-matriculated VSR Fee, Quarterly Fees, and Tuition are made in GFS. Changes to PTAs or to award amounts are processed nightly for the current year and weekly (Fridays at noon) for the 4 years prior.

Important considerations

- If the award amount is reduced, the student may then owe payment, which will be automatically collected by Student Financial Services through the student account.
- The GFS system processes the correction, no additional journal transactions or transfers are needed. Changes will be recorded in the Oracle Financials system at the end of the month.
- If you must make retroactive changes for a year for which automatic disbursements are no longer being processed, submit a Service Now ticket to receive assistance.

Payroll (Monthly Stipend):

GFS interfaces monthly stipend transactions for the current month only. These are aid lines with the disbursement plan **NM-Payroll-Monthly-Non-Matric**. Retroactive GFS corrections to monthly stipends, either to the PTA or amount, are not automatically sent to the payroll system. Changes to monthly stipends require a two-step process.

1. Correct the GFS Aid Line. The non-matriculated student's support in GFS must contain an accurate record of the support they should have received. Any corrections to non-matriculated student stipend must first be initiated by correcting pay lines in GFS. That is, no corrections should be made in Oracle until GFS has been appropriately updated.
2. The next step depends on the situation:
 - If monthly stipend is owed:
 - Submit a [Services Request ticket to Payroll](#) to request payment. Include the student's name, ID #, the amount to be paid from GFS, the PTA(s), the dates, and whether you would like the stipend issued as a Will Call check (available on Friday of the same week) or to be added to the student's next month's stipend.
 - If there was a monthly stipend overpayment:
 - Submit a [Services Request to Payroll](#) to request a tax-adjusted repayment calculation. Include the student's name, ID #, the amount overpaid from GFS, the PTA(s), and the dates, and Payroll will work with you on the correction.
 - If a retroactive change to the monthly stipend PTA is needed and all other information are correct:
 - Complete an [iJournal transfer](#) in Oracle Financials.