Correcting Graduate Transactions in GFS

The two systems, Student Financials and Payroll, involved in delivering funds to Graduate Students work differently when correcting aid lines that have already been disbursed and/or paid to the student.

**Student Financials (Fellowship Stipend, Fellowship Tuition and TAL):**

Corrections to stipends that pay billed charges, pay a refund to the student, and/or pay fellowship or TAL tuition payments 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.
- If the change results in a credit balance, the student will be refunded the difference (by paper check mailed to their current address if they are not signed up for Direct Deposit).
- 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 (Assistantship):**

GFS interfaces assistantship transactions for the current pay period only. Retroactive GFS corrections to assistantship salaries, either to PTA or amount, are not automatically interfaced to the payroll system. Changes to salary aid lines require a two-step process.

1. Correct the GFS Aid Line. GFS should reflect the full financial support package that the student receives so when changes are made, the system must be updated.
2. The next step depends on the situation:
   - If salary is owed to the student:
     - Submit [One-Time-Payment (OTP) form](#) to Payroll to add money to the next regular paycheck, or you can submit a [GFS Off-Cycle Check Webform](#) to request a Will Call Check. Note: Payroll will verify that the Aid Line in GFS has been updated and approved prior to issuing payment.
   - If the student was overpaid salary:
     - Submit a [Services Request to Payroll](#) to request a repayment amount. Include the student’s name/ID, the gross amount that was overpaid and the pay periods that the overpayment occurred.
   - If a retroactive change to a salary PTA is needed:
     - Complete a [Labor Distribution Adjustment (LDA)](#) in Oracle Financials.