NYU PeopleSync: Federal Work Study Tip Sheet

At the end of each pay period's time approval deadline, unapproved hours for students whose positions should be charged to Federal Work Study are mass approved and submitted. When timesheets are not approved by the actual Timesheet Approver or their delegate, these hours will not be charged to a Federal Work Study account. Instead, they are automatically charged to the department's default chartfield account. If that timesheet is later approved by the Timesheet Approver or their delegate, then the costs will be re-allocated to Federal Work Study during the following payroll.

- A process has been created in PeopleSync to re-allocate Federal Work Study funds that were charged to the department's default chartfield once previously unapproved timesheets are re-submitted and approved.

- Approvers should run the Unapproved Federal Work Student Time Charged to Department report to identify the entries to re-allocate, then edit the timesheet to change the Time Type from In/Out Time – Department Funded to In/Out Time.

- If the timesheet is changed and submitted by the Timesheet Approver or their delegate, then the timesheet approval step will be skipped.

- If this is done by an HR Analyst, HR Partner, HR Executive, or Absence Partner, then it requires that the Timesheet Approver completes the approval step after updates to the timesheet have been completed.

- This process replaces the current need to perform a Payroll Accounting Adjustment and accompanying myTime transactions of approving a retro timesheet in order to properly approve and correct Federal Work Study costing.

Detailed instructions for this process can be found in the Time and Absence Reports for Approvers, in the section Unapproved Federal Work Study Time Charged to Department.