How to Pay Students

Notes:
(1) To pay a foreign national/non-resident alien, you must first complete a Foreign National Information Form and submit it to the Tax Office.
(2) Health insurance premiums should be processed using the same method as the payment they are tied to (e.g., premiums paid by grant funded scholarships should be treated as scholarships; premiums paid as part of employment should be paid as a benefit).
(3) Select each respective form or process (in light blue) below to access external links.

START
Is the payment...

For an Award/Prize?

To compensate the student for Services Performed?

Primarily for the benefit of the University?

Primarily for the benefit of the Student's Education? (i.e., to help cover costs they would normally be responsible for)

NO (If an Award/Prize or Non-Educational Reimbursement)

Is the student currently a University Employee?

NO (If a Service is Performed)

Does the University employ individuals that provide similar services?

What type of business expense?

Travel Expense: Process on Travel Reimbursement & Expense Report (TRER)

Mileage Only: Process on Mileage & Transportation Reimbursement (MTR) Form

Graduate Assistant: Process through eGA Application System

Hourly Student Temp Wage or Federal Work Study (FWS): Process through Banner Self Service on Electronic Personnel Action Form (ePAF)

What type of employee or compensation?

Award/Prize or Service Payment (see supplemental guidance): Process on Employee/Student Direct Pay Request (ESDPR) through Accounts Payable

Award/Prize: Process on Employee/Student Direct Pay Request (ESDPR) through Payroll

Stipend or UIP Student Temp Wage Assignments: Process on Student Temp Wage Form