Types of Student Awards

- **Prize**: Money given for achievement, merit, or as a contest winner.
- **Scholarship**: Money to aid in studying, teaching, or research.

All student awards are subject to the Position Management Process require authorization from the Position Approval Committee (PAC). Documentation of PAC approval must be included when processing payment.

Processing a Prize:

1) **Determination of Status**
   
   a. Determine whether the student has an active appointment in myHR. See the [Student Look-Up myHR Status guide](#) for information on how to determine whether a student is active.

2) **Determination of Payment Method (Indicated by Status)**

   The chart below shows the correct payment method based on student status.
A) U.S. Residents
   i. **Active in myHR**
      
      If a student has had an active record in myHR within the last 12 months, including a temporary employee record, payment must be processed through Payroll, paperwork submission determined by chart above.

   ii. **Not active in myHR**
      
      If a student does not have an active record in myHR or has not had an active record for 12+ months, there are two options for payment:

      - Submit Payment Request in NUFinancials
      - Process through Payroll using a [Special Pay Request Form](#)

**Instructions to Process Option 1: Payment Request**

1) Set up the student as a supplier in NUFinancials.
   a. Select *Individual/Sole Proprietor*, list the purpose of payment as “Prize/Award,” and list “Award” in the additional information field.
   b. Documentation required to set up supplier:
      - [Conflict of Interest Form](#)
      - [Independent Contractor Questionnaire](#)
      - [W-9](#)

2) Submit a [Payment Request](#) using account code 78110.
   a. Documentation required for submission of Payment Request:
      - [Direct Payment Request Form](#)

**Instructions to Process Option 2: Special Pay**

1) **Student must complete I-9 verification at the Payroll Office** *(Note, Special Pays will not be processed unless the I-9 verification is complete).*

2) Complete [Special Pay Request Form](#) in full.
   a. Notes on completing the Special Pay Form when submitting to pay an award:
      - The date of the letter should be used as the *Period of Service Begin Date* AND the *Period of Service End Date*
      - *Hours of Work Per Week* – list as “N/A”
      - The *HR Department ID* can be found [here](#) (scroll to the end, all Weinberg HR department names begin with WCAS); it is not the same as the *Funding Department ID*
      - Under *Nature of Service*, select “Student Award (106244)
• If a student has not completed the DCFS Attestation prior to the submission of the Special Pay, they must sign the Special Pay Form under DCFS Acknowledgement
• Obtain the Authorized Department Signature prior to submission to the Dean’s Office

3) Submit the Personal Data Form with the Special Pay Form when a student is not active in myHR.

4) Submit requests through the HR Operations Document Submission website.

B) Non-Residents

Submit Payment Packet for Non-Resident Independent Contractors

iii. For Non-Residents performing work outside of the U.S. the following documentation is required in addition to the Payroll forms:
• Statement of Independent Educational Activities Outside the U.S.
• FNIS Request Form
• Copy of research proposal

Please Note:

• All Special Pay Forms, Additional Payments, and Payment Packets for Non-Resident Independent Contractors require Dean’s Office Approval.

Processing a Scholarship:

1) Determination of Status
   a. Determine whether the student has an active appointment in myHR. See the Student Look-Up myHR Status guide for information on how to determine whether a student is active.

2) Submit the Position Data/Appointment Form

Instructions to process scholarship payment using Position Data/Appointment Form

1) Student must complete I-9 verification (Note, Special Pays will not be processed unless the I-9 verification is complete)
2) Complete Position Data/Appointment Form
3) The following forms are required if the student does not hold an active appointment in myHR:
   a. Personal Data Form
b. **FNIS Request Form** (Non-Residents only)

4) The following forms are recommended but not mandatory for the student to complete:
   a. **Federal Form W-4**
   b. **Illinois Form W-4**

5) When record becomes active, student completes:
   a. **DCFS Mandatory Reporter Attestation** online
   b. **Direct Deposit online setup**

**FINAL STEP:**

**ENSURE YOUR PAYMENT HAS BEEN PROCESSED IN MYHR AND THE STUDENT HAS RECEIVED PAYMENT.**