Types of Student Awards

Prize – Money given for achievement, merit, or as a contest winner

Scholarship – Money to aid in studying, teaching, or research

Prize Payment Processing – US Residents

Determine myHR Status

Use myHR to determine whether student has an active Payroll appointment. See the Student Look-Up Guide for instructions.

Determine Payment Methods

Use the payment method definitions and flow charts below to determine the correct payment method.
**Additional Pay** – student has an active record and MGW Pay Group designation

**Payment Request** – student has not had an active record within the past 12 months, or has no Payroll record at all

**Special Pay** – student has an active record and BIT (Biweekly Temporary) Pay Group designation OR student is not currently active but has had an active record within the past 12 months

**Process Payment**

**To Process a Payment Request:**

1. **Create Supplier Request** in NUFinancials
   a. Select *Individual/Sole Proprietor*, list the purpose of payment as “Prize/Award,” and list “Award” in the additional information field
   b. Attach required documentation
      i. *[Conflict of Interest Form]*
      ii. *[Independent Contractor Questionnaire]*
      iii. *[W-9]*
2. **Create a Payment Request** in NUFinancials
   a. Use account code 78110
   b. Complete and attach *[Contracted Services Form]*

**To Process a Special Pay:**

1. Student must complete *I-9 verification*; **Special Pays will not be processed until I-9 verification is complete**
2. Complete **Special Pay Request Form** in full; see *sample form* for guidance
   a. Use date of award letter as the *Period of Service Begin Date* and the *Period of Service End Date*
   b. Enter “N/A” under *Hours of Work per Week*
   c. List of HR Department IDs can be found *[here]*
   d. Select “Student Award (106244)” under *Nature of Service*
   e. Student must sign *DCFS Acknowledgement* if they have not previously completed DCFS Attestation prior to submission of Special Pay
      *Funded students will have already completed this step*
   f. Obtain *Authorized Department Signature* prior to submission to the Dean’s Office
3. **Personal Data Form** is required if student’s address has changed since their last paycheck in myHR
4. Submit approved requests through the *[HR Operations Document Submission website]*
**Prize Payment Processing – Non-US Residents**

1. Complete [Prize/Award Packet for Non-Residents](#).
2. Additional documentation required for non-residents performing work outside of the U.S.
   a. [Statement of Independent Educational Activities Outside the U.S.](#).
   b. [FNIS Request Form](#).
   c. Copy of research proposal.
3. Send packet to Dean’s Office for approval.
4. Submit approved packet through the [HR Operations Document Submission website](#).

**Scholarship Payment Processing**

**Determine myHR Status**

Use myHR to determine whether student has an active Payroll appointment. See the [Student Look-Up Guide](#) for instructions.

**Submit the Position/Data Appointment Form**

1. Student must complete [I-9 verification](#); Scholarship form will not be processed until I-9 verification is complete.
2. Complete the [Position/Data Appointment Form](#); see [sample form](#) for guidance.
3. Additional forms required if student does not have an active appointment in myHR
   a. [Personal Data Form](#).
   b. [FNIS Request Form](#) (non-residents only).
4. Additional recommended forms
   a. [Federal Form W-4](#).
   b. [Illinois Form W-4](#).
5. Student to complete when Scholarship record is active
   a. [DCFS Mandatory Reporter Attestation](#) (Online)
      *Funded students will have already completed this step.
   b. [Direct Deposit online setup](#).
6. Deployed departments only
   a. Enter funding for scholarship position.

**Final Step**

Ensure payment has been processed in myHR and the student has received payment.