Types of Student Awards

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

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:
      - Award letter
      - 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
• An award letter or email notification that was provided to the student must be included in a singular PDF with the Special Pay Form

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

b) Non-Residents

Submit Payment Packet for Non-Resident Independent Contractors

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

2) Complete Position Data/Appointment Form
   a. Include award letter with submission to Payroll
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.