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 Guide for information on how to determine whether a student is active.

2. **Determination of method of payment (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 does not have an active record for 12+ months, there are two options for payment:

1. Set up the student as a **supplier** in NUFinancials; select *Individual/Sole Proprietor*, list the purpose of payment as “Prize/Award,” and list “Award” in the additional information field. Submit a Payment Request using account code 78110.

2. Process through Payroll using a **Special Pay Request Form**.

3. See chart below for required documentation based on type of payment:

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Staff Completes</th>
<th>Student Completes</th>
<th>Recommended</th>
</tr>
</thead>
</table>
| Special Pay     | • Special Pay Form  
                  • Award Letter | • Personal Data Form  
                  • DCFS Mandatory Reporter Form  
                  • I-9 Verification | • Direct Deposit Form  
                  • Federal Form W-4  
                  • Illinois Form W-4 |
| Payment Request | • Conflict of Interest Form  
                  • Independent Contractor Questionnaire  
                  • Award Letter  
                  • Payment Request in NUFinancials | • **W-9** | |

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:

   a. Statement for Independent Educational Activities Conducted Outside the U.S.

   b. Copy of research proposal

Please note:

- Anyone paid through Payroll must complete E-Verify.
- Award letter must be included with any payment form.
- 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**
   - Determine whether the student has an active appointment in myHR. See the [Student Look Up Guide](#) for information on how to determine whether a student is active.

2. **Submit the Position Data/Appointment Form**
   - If a student does not have an active record in myHR, or has not had an active record for 6+ months, additional forms are required.
     - See below for required documentation:

<table>
<thead>
<tr>
<th>Type of Payment</th>
<th>Staff Completes</th>
<th>Student Completes</th>
<th>Recommended</th>
</tr>
</thead>
</table>
| Scholarship     | Position/Appointment Form Award Letter | • [Personal Data Form](#)  
• [FNIS Request Form](#) (Non-Residents only)  
• DCFS Mandatory Reporter Form Online  
• I-9 Verification | • Direct Deposit Online Setup  
• [Federal Form W-4](#)  
• [Illinois Form W-4](#) |

**FINAL STEP:**
- Ensure your payment has been processed in myHR and the student has received payment.