

April 2016

From: Sam Killings, Assistant Controller
To: Business Managers and Bookkeepers
Subject: Participant Support Cost/REU/RET Payment Procedures

NEW for 2016 – No H/R processing and Paperless

Participant Support Cost/REU/RET Payments will now be paid either through Financial Aid or with the Direct Payment Form in BuyWays.

–UMass REU students will be paid through Financial Aid and Non-UMass students will be paid via the Direct Payment Form in BuyWays.

This method will best represent the Non-Working criteria of these payments and discourage improper employment taxes from being withheld.

Information Required for All PSC/REU/RET Payments:

Invoice:

1. Fillable PDF Link: <https://www.umass.edu/controller/sites/default/files/invoice.pdf>
2. Invoice Number should be formatted as: PSC program type/Last Name of Participant/Date. Example: REU/Smith/053016
3. Description should outline which payment number of total number it is. Example #1 of 3 payments.
4. Refer to either the Student ID or Vendor number on the Invoice.
5. Signed by Participant and PI

Participation Agreement:

1. An informational sheet about the learning experience for the participant
2. Contains the time frame and a payment schedule.
3. Document must be signed by the Participant and the PI.
4. Often contains information about expectations of the Experience, departmental requirements, insurance and contact information.

Non-UMass Students – W-9 Form:

1. If paying a Non-UMass participant, the department will need to process a W-9 to receive a vendor number. Write REU on the top of the W-9 form. Forward the W-9's to Jayne Krause, Accounts Payable Manager, for processing.
2. **A 1099 reporting the payments in Box 3 Other Income will be mailed to the student after the end of tax year.**

UMass Students – PSC Payment Financial Aid Form:

1. Fillable PDF Link:
https://www.umass.edu/controller/sites/default/files/PSC_Scholarship_Form.pdf

2. Multiple Participants can be paid on a PSC Payment Financial Aid Form under a single Speed Type and date.
3. **Payments received through this process will appear on the student 1098-T reporting the payments in Box 5 will be mailed to the student after the end of tax year.**

General:

1. Grant will need to have Budget Category “Other Non-Personnel” for Fellowship and Training open. The award must be given to fund participants participating in a learning experience with no employee related requirements.

Processing Procedure:

For UMass Students – Forward completed Invoice, Participation Agreement and PSC Payment Financial Aid form to pscdocs@admin.umass.edu. These will be reviewed for funding and time availability of the chart string funding source. Travel and Subsistence reimbursements, if allowed, can be processed this way also. Forward scanned backup receipts to pscdocs@admin.umass.edu with the completed Invoice, Participation Agreement and PSC Payment Financial Aid form.

Payments for enrolled UMass students are processed through Financial Aid and will not change any other aid for the academic year. Once the forms are received in Financial Aid the student may see the credit on Spire within two to three business days. Students with no outstanding balance due will be paid through Student Financials and directly deposited into the student’s bank account. While most students are enrolled in Excess Express, you may want to advise the student to be sure they are enrolled to facilitate the payment process.

For Non-UMass Students – please refer to the job aid for Direct Payment Form in BuyWays: https://www.umass.edu/controller/sites/default/files/New_Direct_Payment_Form.pdf .

Use Vendor Number assigned by Accounts Payable after submitting W-9. The completed Invoice and Participant Agreement will be attached in BuyWays. The Grant Accountant will verify funding and time availability and approve for processing. All payments are paid on account number 787100. To reimburse Travel or Subsistence use account code 734241 (only if budgeted). Attach scanned reimbursement receipts in BuyWays as needed.

Procedure footnotes:

NSF REU program information:

http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=5517

Questions: please contact Greg Rodak, grodak@umass.edu, 5-1411 for assistance.

Cc: Bob Liebowitz, Jayne Krause, Norm Gousy, Lauren Lamica