SI.03 – Issue a Stipend

BU HCM Specialist

- Assignment category should be either Post Doc Trainee or Fellow, Graduate Student Trainee, or Professional Student Trainee, 1042 Scholar

Department Admin

- Need to issue stipend to student
  - Undergraduate student?
    - Yes
      - Submit stipend request form to Financial Aid
      - End
    - No
      - HCM record exists?
        - Yes
          - Provide employee setup information to HCM specialist
          - Process Payment Requests (PY.03)
          - End
        - No
          - Provide employee setup information to HCM specialist
          - Process Payment Requests (PY.03)
          - End
      - Undergraduate student?
        - Yes
          - Submit stipend request form to Financial Aid
          - End
        - No
          - HCM record exists?
            - Yes
              - Provide employee setup information to HCM specialist
              - Process Payment Requests (PY.03)
              - End
            - No
              - Provide employee setup information to HCM specialist
              - Process Payment Requests (PY.03)
              - End
          - End
      - Undergraduate student?
        - Yes
          - Submit stipend request form to Financial Aid
          - End
        - No
          - Direct department admin to student reimbursement process
          - Direct department admin to work with HCM specialist to hire individual as an employee
          - Direct department admin to work with HCM specialist to hire individual as an employee
          - End
      - End

Financial Aid Analyst

- If the award cannot be netted against student charges, Item Type must be set up to directly refund to the student
- SI.03 includes coordination with International Tax Office

- Service-free stipends issued to grad/professional students or postdocs flow directly to HR for setup

- Payment is financial aid?
  - Yes
    - Payment is 1099 taxable?
      - Yes
        - Inform department admin that this payment will be set up as financial aid
        - Issue Financial Aid and Refunds (SI.01)
        - End
      - No
        - Inform department admin that this is a 1099 payment to be processed through AP
        - Direct department admin to student reimbursement process
        - Direct department admin to student reimbursement process
        - End
    - No
      - Direct department admin to student reimbursement process
      - Direct department admin to student reimbursement process
      - End
  - No
    - Direct department admin to student reimbursement process
    - Direct department admin to student reimbursement process
    - End

End

Enter the student system integration (SSS) HCM record exists?