

STUDENT STIPEND / EMPLOYEE DETERMINATION FORM

Send completed form to HumanResourcesDepartment@utoledo.edu (retain copy in Requestor's records)

Purpose

Determine if compensation to student participants for duties / activities through the University of Toledo (UT) can be made in the form of a 'direct pay' grant supported stipend or if the student is considered an employee.

This determination form applies to UT students and students in good standing at other higher educational institutions and high schools.

This form does not apply to graduate students supported through teaching or research assistantships.

Definition

A student is an employee if:

- The student is receiving compensation and his/her duties are not related or part of their academic program. (i.e., a Business major, that works part-time in the cafeteria or at the Law Library performing filing and cataloging).

A student is not an employee of the university if:

- He/she performs duties that relate to their academic program where an educational relationship exists (i.e., performing duties under a faculty member's supervision in order to or while obtaining a degree for an internship, co-op and/or being trained to conduct research).

Instructions: Complete the form to assist in determining if duties / activities of the position allow compensation via a stipend or if compensation is via wages.

Information

Requesting Department:	Requesting College:
Requestor's Name:	Email Address:
Contact Phone:	Banner Index #*:
Project Title:	Funding Agency or Source:
*RSP#:	Principal Investigator Name:
Service Begin Date:	Service End Date:

*Fill in if known. *Office of Research & Sponsored Programs, database number if applicable.

Please answer the questions listed below:

1. Is the position restricted to a university or high school student in good standing? Yes No
2. Describe the duties being performed by the student (also attach a research/education contract template for funded projects):
3. Are the duties being performed part of the regular business activity of the University (for example, working at a food service counter, sporting event, cleaning or washing dishes, in a department stockroom)? Yes No

4. Is the student involved in the activities / duties 28 or less hours weekly?
If "No", state the reason: Yes No
5. Are the duties directly related to the student's academic progress?
If yes, state how the assignment relates to the student's current progress? : Yes No
6. Is this part of a co-operative education, research or internship program? Yes No
7. Is this student a high school student or college student? High School Student
 College Student
8. Are you paying a student's direct education expenses? Yes No
* Direct educational expenses include the following: tuition, fees, room (University housing costs or off-campus rent), board (University meal plan costs or off-campus food expenses), books, ordinary supplies (standard supplies which all UT students would anticipate, including photo-copy expenses), transportation costs, miscellaneous personal expenses, and computer/computer equipment.
9. Is the payment reimbursement of expenses incurred (or to be incurred) a result of travel to attend/present at a conference? Yes No
10. Is the payment reimbursement of expenses incurred (or to be incurred) a result of expenses related to the student conducting their own research? Yes No
11. Is the payment reimbursement of expenses incurred (or to be incurred) a result of assisting a UT faculty or staff member with his/her official duties (including research)? Yes No

Position Review - To Be Completed By Human Resources (HR) Department

Classification	
<input type="checkbox"/> Non-Employee	Should not be paid by university payroll
<input type="checkbox"/> University of Toledo Employee	Should be paid by university payroll
Factors that support your determination:	
Reviewed and Approved by:	Date:

Retain a copy in HR. Return completed Position Review to initiator.

Participant Information

Student's Name:	Student's College/HS:
Scheduled hours: weekly	Student's Rocket #:
Service Begin Date:	Service End Date:

Is this individual a current or past employee of the University of Toledo? Yes No
If yes, state the date of last employment / position and the nature of employment:

Stipend payment routing:

If this is determined to qualify for a stipend please send a copy of this completed form, along with a completed/ signed Stipend Agreement Letter, to your Grants Analyst for payment processing.