# Student Stipends Procedure
## Updated 04.18.2019

1. PI (or designee) fills out the "Student Stipend or Employee Determination" form and submits the completed form by email to HumanResourcesDepartment@utoledo.edu for determination.

2. Human Resources reviews the "Student Stipend or Employee Determination" form.
    a. If HR determines that the form is for an employee that will need compensated through payroll then HR will work with the PI to make sure all necessary UT procedures are followed to hire a new employee.
    b. If HR determines that the form is for a student stipend then the HR representative will return the completed "Student Stipend or Employee Determination" form to the PI to process as a stipend.

3. The PI (or designee) will draft a Student Stipend Agreement Letter using the "Agreement Letter Template" and will obtain all required signatures.

4. The PI (or designee) will send the completed "Student Stipend or Employee Determination" form along with the signed "Agreement Letter" to their Grants Analyst for payment processing.

5. Once the Grants Analyst reviews the stipend paperwork for completeness and verifies it is an allowable expense they will save the approved paperwork in the AP FUPLOADS folder to be added to the next AP Upload document.

6. The Grants Analyst will also send the all of the approved paperwork to Financial Aid by email to FinancialAidScholarship@utoledo.edu letting them know a stipend payment is being processed through Accounts Payable.

    a. The Grants Analyst will report the entire stipend amount to Financial Aid one time for automatic stipend payments (ie. The student will be paid $500 every month for 5 months regardless of tasks completed)
    b. The Grants Analyst will report each stipend payment individually to Financial Aid for the stipends that depend on the student completing certain tasks.

7. The Financial Aid Office will make the determination if any portion of the stipend payment will be considered financial aid/scholarship.

8. Accounts Payable will process the student stipend payment when the biweekly AP Upload is sent to them with correct back-up documentation.