



# STOCKTON UNIVERSITY

Reset Form

## Student – Stipend vs. Wages Determination Form

A **stipend** is a fixed amount of money paid in connection with educationally related activities undertaken by the student. **Wages** represent compensation for work performed and may fluctuate over time, depending on performance, duties, and other factors.

**Instructions:** To determine if a student payment qualifies as a stipend, complete questions 1 through 4. If the payment qualifies as a stipend, complete questions 5 through 7, as applicable. Please complete the certification and use the instructions on page two for payment processing.

Student name: \_\_\_\_\_ Z#: \_\_\_\_\_

|   |  | YES |   | NO |  |
|---|--|-----|---|----|--|
| 1 | Is the student a current Stockton employee or is the compensation for performance of assigned work?                      |     | Stop and process through <b>Payroll</b> |    | Continue to question 2                                 |
| 2 | Is the compensation based upon hours worked performing assigned job specific duties?                                     |     | Stop and process through <b>Payroll</b> |    | Continue to question 3                                 |
| 3 | Is the student guaranteed or entitled to a permanent job at the conclusion of the training period?                       |     | Stop and process through <b>Payroll</b> |    | Continue to question 4                                 |
| 4 | Are the student's activities, related to the compensation, supervised, and directed like employee-employer relationship? |     | Stop and process through <b>Payroll</b> |    | <b>Qualifies as stipend.</b><br>Continue to question 5 |

### Financial Aid vs A/P Payment Method

|   |   |  |  |  |   |
|---|---|--|--|--|---|
| 5 | Is the stipend a state or local school system payment for K-12 dual enrollment?   |  | Stop and process through <b>Financial Aid</b>                        |  | Continue to question 6                  |
| 6 | Is the stipend funded by the federal/state research grant and allowable under the contract?   |  | Contact the <b>Grants Manager</b> to determine proper payment method |  | Continue to question 7                  |
| 7 | Is the stipend intended to cover the student's cost of attendance (tuition & fees, books & supplies, room & board, transportation & personal expenses)? |  | Process through <b>Financial Aid</b>                                 |  | Process through <b>Accounts Payable</b> |

*I certify that, to the best of my knowledge, the responses provided are true and accurate.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Title/Department: \_\_\_\_\_ Date: \_\_\_\_\_

# Instructions

## **Processing payments through Accounts Payable**

Create a Direct Pay request in Banner. Follow detailed instructions on the Accounts Payable webpage. Upload this form along with other supporting documents to the Direct Pay.

Email any questions to: [AccountsPayable@stockton.edu](mailto:AccountsPayable@stockton.edu)

<https://stockton.edu/accounts-payable/banner-9-finance.html>

## **Processing payments through Payroll**

Create an Electronic Personnel Action Form (ePAF). The ePAF allows the University to process paperless personnel actions with an electronic approval process through Self Service Banner. An end user will have the ability to create specific ePAFs depending on the students' role.

Email any questions to: [Payroll@stockton.edu](mailto:Payroll@stockton.edu)

<https://www.stockton.edu/payroll/epaf-information.html>

## **Processing payments through Financial Aid**

Contact the Financial Aid office to initiate the process.

Email any questions to: [Financial.Aid@stockton.edu](mailto:Financial.Aid@stockton.edu)

<https://stockton.edu/financial-aid/>

## **Contact Grants Manager**

If the stipend is funded by a federal/state research grant and is allowable under the contract, contact the Grants Manager to determine the proper method to process the payment.

Email: [grants@stockton.edu](mailto:grants@stockton.edu)