

Stipend/Subject Payment Process

This applies to payments processed directly through Banner, which do not go through HuskyBuy.

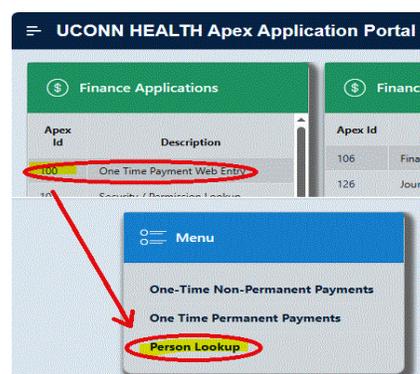
Definitions of the Stipend/Subject Payments covered by this procedure:

“Stipend Payments” = Payments to an individual whose association with UCONN Health primarily furthers his/her own educational purposes and who does not qualify as a UCONN Health employee or supplier.

“Subject Payments” = Payments to an individual for participating as a research subject in a study.

Process:

- 1) Departments should obtain Banner ID numbers (called “B numbers”) for submittals on their own. Individuals already in the Banner system can be verified via the Banner Person Lookup tool (see below). Individuals not currently in the system must be added through the Banner-only supplier add process administered by the Procurement Department.
 - a. B numbers may be looked up by logging into the Apex System, clicking Application 100 -> Person Lookup. Please note that users will need to request access to the Person Lookup from IT directly. Please email nalla@uchc.edu to request access to Person Lookup if the link above does not work. Once access to Person Lookup has been granted, click the link above.
 - b. If a person is not in the Banner system, the department must obtain a completed W-9 form from the individual and forward it to Tim Misterka in the Procurement Department with notification that the request is for either a Banner-only Stipend or Research Subject payment. Blank W-9 forms have been placed on the Banner forms page for download.
 - c. Tim Misterka will add the individual to Banner using common matching to ensure that an individual is not entered more than once, and using the appropriate tax designation (PR for subjects, stipends, prizes awards, or other).



The screenshot shows the Person Lookup tool interface. At the top, there are search fields for Last Name (Bianchi) and Employee SEID. A 'LOOKUP' button is visible. Below the search fields, there is a 'Search Note' box with the text: "If lookup returns multiple individuals and you're not sure which individual is correct, refine your search or contact Finance for Assistance." The main area displays a table of search results for the name Bianchi.

Banner Id	Seid	Last Name	Suffix	First Name	Middle Name	Ap Seqno	Address1	City	State	Zip Code	Person Type
800065911		Bianchi		Anna		1	956 Chapel St	New Haven	CT	06510	Non-Employee
800034003	927651	Bianchi		Chad	A.		Finance and Reporting				Active Employee
800027850	466261	Bianchi		Germain							Former Employee
800059433	182857	Bianchi		Pamela							Former Employee
800025008	636278	Bianchi		Russell	J.						Former Employee

- d. Once the individual has been added to Banner, Tim Misterka will provide the new B number to the requestor.
- 2) It is the requesting department’s responsibility to fully/accurately complete the Banner Stipend/Subject payment form (located on the Banner forms page), including the individual’s B number, SSN (used to verify that there are no mistakes in the B number entry), enclosure codes, and all other required information. Once complete, the requesting department should email the file, along with supporting documentation, to Kelly Godreau in Finance for uploading into Banner. Appropriate supporting documentation includes: a completed **signed** upload form, receipts/verification slips, verification from HR (Joyce Smith) that a stipend arrangement is **not** an employee/employer relationship, etc.
 - 3) As part of the upload process, the Banner system will check for valid FOAPALs, dates, and unique invoice numbers. Please Note: Each upload must use an invoice number that is unique to that individual. Errors in the file will cause the request to be returned to the requesting department for verification/correction.