

# Stipend/Subject Payment Process

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

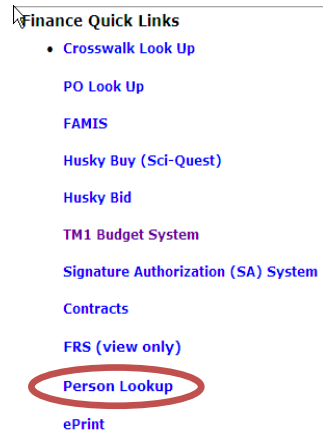
## Definitions of the Stipend/Subject Payments covered by this procedure:

“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 Banner system, and then using the link at the bottom of the Finance Quick Links grouping called Person Lookup (*see screen shots*).
  - 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).



**Person Lookup**

Clear Search Results

Last Name:

First Name:

Employee SEID:

**LOOKUP**

**Search Results (Former and active Employee address information is omitted)**

Rows: 1000 Go

Banner Id	State Employee Id	Last Name	First Name	Middle Name	Suffix	AP Seq#	Address / Em. Dept.	City	State	Zip Code	Institutional Type
B00034003	927651	Blanchi	Chad	A.	-	-	Finance	-	-	-	Active Employee
B00027850	468261	Blanchi	Germain	-	-	-	-	-	-	-	Former Employee
B00025008	636278	Blanchi	Russell	J.	-	-	-	-	-	-	Former Employee

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**Search Note**

If the lookup returns multiple individuals and you are not sure which individual is correct, refine your search or contact Finance for Assistance.

- 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.