

INSTRUCTIONS FOR PROCESSING FELLOWSHIP PAYMENTS

Appointments

Fellowships will continue to be processed using Forms GS-705 and 255 and will require an original of the Fellowship/Scholarship Questionnaire and a signed copy of the [Memorandum of Understanding](#). The statement signed by U.S. Citizens and Permanent Residents on the Memorandum of Understanding has been revised (see Enclosure A) to inform the fellow of those expenses which will be deducted from the payment. You are encouraged to stress this change with your fellowship recipients since this will affect the amount of funds actually received. This statement will not apply to those in F-1/J-1 immigration status since those payments will continue to be processed by the Bureau of State Payrolls.

Fellowships will be paid on a bi-weekly basis unless the fellowship is for less than \$2000 during a semester. If a fellowship is for \$1000 or less, it will be paid in one lump sum at the beginning of the semester. If it is for more than \$1000, but less than \$2000, it will be paid in two equal payments, one at the beginning of the semester and one at the mid-point of the semester.

Appointments for fellowships may be extended into the 1997-98 fiscal year, when appropriate, as long as sufficient funds are available. Grants should be monitored to ensure that fellowships are only awarded to individuals specified by the language of the grant. W-4's will no longer be required for U.S. Citizens and Permanent Residents on fellowships using the new process.

Tuition Payments and Registration

For a pre-doctoral fellowship to be processed, the student must be registered for the number of hours required for the fellowship and must have a 3.0 GPA. The tuition payment will be processed at the same time that the appointment is entered into the personnel/payroll system. No tuition payment will be granted to a pre-doctoral fellow without an appointment and proper registration. To aid in this process clearly indicate tuition payment(s) on the Form GS-705. If a fellowship includes future semesters, the Academic Personnel Office will verify registration for the future semester(s) at the beginning of the term. If registration is not sufficient to support the fellowship, the fellowship will be cut back to the ending date of the previous semester and the department granting the fellowship will be notified. This review of future semesters will occur approximately one week to ten days before the close of the first pay period for that semester.

Payment Processing

Appointments will be entered into the personnel/payroll system using the SAMAS account number. After the payment is certified via the on-line system, payment will be processed by University Financial Services. As part of this process, the cash needed to cover the payment will be transferred out of the SAMAS account. If sufficient cash or budget is not available, a check will not be issued. This could affect the student's tuition payment if not immediately corrected. Since these charges will be made in the Expense category using Object Code 740062 rather than OPS, it is important that funds are released appropriately. Questions regarding you account releases should be directed to Contracts and Grants (392-1235.)

Certification

Fellowships will continue to be certified using the on-line system. The statement which appears on the certification will be revised to include wording authorizing the payment of fellowship stipends. There will, however, be changes for those individuals due retroactive payment. Since retroactive certifications, cost transfers, T2's or T3's can not be used in this process, Academic Personnel will need to alter the assignment for the first pay period to include retroactive funds due to the recipient. The total amount due to the individual will then appear on the payroll certification. Since payments will not be processed to the Bureau of State Payrolls, they will not appear on the Pay List nor on the Cost

Distribution reports nor will there be a payroll history record accumulated. There will also be no emergency checks. Payments will only be made after going through the on-line certification process.

Payments

After being certified, the payments for U.S. Citizens and Permanent Residents will be sent to University Financial Services for final processing. If the fellow owes funds to the university for such things as fees, housing, infirmary, library, traffic and parking, and other charges, they will be deducted from the payment(s.) If a grant or contract supporting a fellowship is paying for tuition fees directly, this payment must be processed before the first fellowship payment is made to the recipient or the tuition payment will come out of the fellowship. Should this happen, a refund would be made to the fellow after fees are paid by the grantor, but there would be a delay while this refund is processed.

The checks will be mailed to the pre-doctoral fellows using the local address on file with the Registrar's Office. Post-doctoral fellows will have their checks mailed to the local address listed in the personnel/payroll system. Checks which are undeliverable will be returned to University Financial Services. Fellows may inquire about returned checks or deductions made from a check by contacting Customer Service at 392-0181 or by going to their office in S-108 Criser Hall.

Each check sent to a fellow will include a receipt giving the gross amount of the payment and any deductions which were taken.

Miscellaneous

Letters will be sent by Academic Personnel to those individuals who already have fellowships in the personnel/payroll system for Fall semester. The fellows will be given an explanation of the new process to enable them to make necessary arrangements prior to the issuance of the first check for Fall semester.

Payroll will begin the process of identifying those individuals due a withholding tax refund and will also process corrections for the 1996 W-2 records. Questions on these subjects should be directed to Murphy Miller (392-1231, SC 622-1231.)