

Controller's Office – Accounts Payable Procedure

PAYMENT REQUEST – STIPENDS

Payment Type: Stipends Payments

Stipends are payments made as one time or periodic payments as a part of scholarship or fellowship allowance or other payments not meeting the definition of an employee/employer relationship, as determined by HR, granted to a student. They can also be for fixed payments as part of employment (i.e. cell phone stipends).

I. Stipend Supplier Set Up

Each stipend recipient must be set up as a supplier in Finance PeopleSoft in advance of the payment. Supplier Search is accessed in PeopleSoft via the following:

Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Use the “Find an Existing Value” tab to search for the supplier using a unique portion of the name.

If the supplier is not found, they will be required to use the new Supplier Onboarding self-service portal to register as a supplier to receive a supplier ID. The department can then use Payment Request to process payment. When a supplier registers they will be required to attach an IRS Form W-9 (Domestic) or IRS Forms W-8BEN or 8233 (International Individual) or W-8 BEN-E (International Entity). These forms can be found on the Controller's Website. If you have any questions, please email the Supplier Team at APSupplr@mailbox.sc.edu. The Supplier Liaison will receive an email informing them the supplier registration has been approved but please allow 1-3 business days for the supplier to receive final approval from the Supplier Team.

II. Stipend Payment Request

Each individual stipend must be submitted separately via a Payment Request in PeopleSoft using the [Stipend Payment Form](#). All documentation to support the stipend payment, which should include the [Stipend Payment Form](#), approved contract and the agreement for scholarship or fellowship, must be scanned and attached to the Payment Request before submitting via workflow within PeopleSoft.

Payment Request is accessed in PeopleSoft via the following:

Main Menu > Employee Self-Service > Payment Request Center

Step by step guidance for payment request may be found on the Controller's Office website.