



Human Subject Payments and Payments to Foreign Nationals

Presented By:

Tammy Ziegler, University Payables

Kelly Sellers, University Payroll & Benefits

Kami Van Bellehem, University Payroll & Benefits



Please.....

- Turn off cell phones
- Avoid side conversations
- Sign the attendance roster
- Complete the evaluation at the end of the workshop

Human Subject Definition

- **Human Subject**

A human subject is a living person who is the subject of research conducted to obtain data.



Course Agenda

- Human Subject Payments via Program Advance
- Human Subject Payments via Check
- Questions
- Contact Information

Program Advance

- Cash or all forms of gift cards used to pay human subjects must be obtained or purchased using a program advance issued in the name of the faculty or staff member responsible for the program. For tax reasons, cash or gift card payments to a human subject in research studies may not exceed these amounts in a calendar year:
 - Non-confidential studies - \$100
 - Confidential studies - \$600



Program Advance

- Provide study information
 - Confidential or non-confidential
 - Name of the study
 - Number of participants
 - Dollar amount to be distributed to each participant

Program Advance

- In accordance with IRS regulations, advances must be closed (that is, accounted for, cleared, or repaid) within 60 days of the end of the study
- Provide name, date of receipt, and amount for each recipient (non-confidential study)
- Provide ID number (for reference purposes), date and amount for each recipient if confidential study
- Department must keep original documents

Program Advance

Mechanical Turk

Online marketplace for human subjects

- Program provides a report of recipient payment amounts and service charges.
- When closing or replenishing the advance, provide the last page showing the total amount distributed and service charges. Payables does not need the entire report.

Direct Payments via Check

- Payments to human subject must be issued in the form of a check when:
 - Total payments to a human subject are \$100 or more for the calendar year
 - Payments must be mailed

Direct Payments via Check

- Payments to a participant that total less than \$100 in a calendar year may be paid through TEM using the Temp Vendor Payments purpose
- Payments to a participant in excess of \$100 should have a vendor ID established in banner and paid under the purpose Misc Payment – Vendors, Non-Employees & Students

Questions?

Contact Information

University Payables

Contact: OBFS UPAY Customer Service

E-mail: obfsupay@uillinois.edu

Phone: 217-333-6583 or 888-872-9953

Payments to Foreign Nationals

Workshop Presenters

Kelly Sellers

University Payroll and Benefits
Assistant Payroll Manager

Kami Van Bellehem

University Payroll and Benefits
Payroll Specialist

Contact by email: *FNInquiry@uillinois.edu*



Workshop Objectives

- Determining Eligibility
- Tax Residency Status
- Submitting Payment Requests

Payment Eligibility

Two factors:

1. Entry status
2. Type of payment



Finding the Payment Eligibility Grid

The screenshot shows the University of Illinois Office of Business and Financial Services (OBFS) website. The main navigation bar includes links for 'About OBFS', 'Job Aids & Training Materials', 'Forms', 'Jobs', 'News Center', 'Who To Ask', and 'Site Map'. The main content area is divided into several sections: 'Accounting & Financial Reporting', 'Audit/Internal Controls', 'Grants & Sponsored Projects', 'iBuy (online purchasing)', 'Payments to Foreign Nationals', 'Capital Programs & Real Estate Services', 'Cash Handling', and 'Contracts - Urbana Only'. The 'Payments to Foreign Nationals' section is highlighted with a red arrow and contains the following text: 'University Payroll Services, [Payment Eligibility Grid](#), [Payments to Employees](#), [Payments to Non-Employees](#), [Travel and Expense Reimbursements](#), [Other Payments](#), [Tax Status Review Appointments](#)'. A red arrow also points to the 'Payments to Foreign Nationals' section in the lower right area of the page. The right sidebar contains a 'Log in to:' section with a dropdown menu for 'Choose the application', a 'Resources:' section with a list of links, and an 'Information for:' section with a list of user types.

Foreign Nationals Payment Eligibility Grid

Immigration Status	Honorarium - Human Subject	Employment	Reimburse	Per Diem	Royalty - Prize - Award ⁸
A-1, A-2, A-3 primary	No	No	No	No	Yes
A-1, A-2, dependent (EAD required)	Yes	Yes	Yes	Yes ⁵	Yes
B-1, B-2 for activity no longer than 9 days and no more than 5 payments within 6 months	Yes	No	Yes	Yes ⁵	Yes
B-1 for activity longer than 9 days	No	No	Yes	Yes ⁵	Yes
B-2 for activity longer than 9 days	No	No	No	No	Yes
F-1, UI-sponsored, without CPT or OPT	Yes ¹	Yes ^{1 5}	Yes ¹	Yes ¹	Yes ¹
F-1, UI-sponsored, with CPT or OPT	Yes	Yes	Yes	Yes ⁵	Yes
F-1, not UI-sponsored, without CPT or OPT	No	No	Yes ²	Yes ²	Yes
F-1, not UI-sponsored, with CPT or OPT	Yes	Yes	Yes	Yes ⁵	Yes
F-2	No	No	No	No	Yes
G-1, G-2, G-3, G-4, G-5 primary	No	No	Yes	No	Yes
G-1, G-2, G-3, G-4 dependent (EAD required)	Yes	Yes	Yes	Yes ⁵	Yes
H-1, UI-sponsored	No	Yes ^{3 4}	Yes ³	Yes ^{3 6}	Yes
H-1, not UI-sponsored, for expenses related to "permissible activities" only	No	No	Yes	Yes ⁵	Yes
H-4	No	No	No	No	Yes
J-1, UI-sponsored	Yes ³	Yes ^{3 7}	Yes ³	Yes ^{3 5}	Yes ³
J-1, not UI-sponsored, with authorization from sponsor (as noted in letter from the sponsor or on the DS2019 form)	Yes	Yes	Yes	Yes ⁵	Yes
J-1, not UI-sponsored without authorization from sponsor	No	No	No	No	Yes

Individual's Tax Residency Status

- Resident Alien (RA)
- Nonresident Alien (NRA)

RA vs NRA

Differences	RA	NRA
Taxation	Same as U.S. citizen	Varies
FICA	Withheld	May qualify for exemption
Source	Pays U.S. taxes regardless of source	Pays U.S. taxes only on U.S. sourced income
Tax Treaty	Not applicable (usually)	Treaty eligible

Substantial Presence Test

- 31-day test
- 183-day test

Day Count	Formula
All days present in the U.S. during the current calendar year	_____ x 1 = _____ (A)
Days present in the U.S. during 1st preceding calendar year	_____ x 1/3 = _____ (B)
Days present in the U.S. during 2nd preceding calendar year	_____ x 1/6 = _____ (C)
Total number of countable days	(A) + (B) + (C) = _____ (D)

John Doe entered the U.S. on August 3, 2014.

He was present in the U.S. for 300 days in 2015 and 100 days in 2016.

Day Count	Formula
All days present in the U.S. during the current calendar year	<u>100</u> x 1 = <u>100</u> (A)
Days present in the U.S. during 1st preceding calendar year	<u>300</u> x 1/3 = <u>100</u> (B)
Days present in the U.S. during 2nd preceding calendar year	<u>150</u> x 1/6 = <u>25</u> (C)
Total number of countable days	(A) + (B) + (C) = <u>225</u> (D)

Less than 183 = NRA

Equal to or More than 183 = RA

Therefore, John Doe is a RA for 2016.

Days of Presence Exemptions

- F-1 or J-1 students exempt 5 years
- J-1 non-students exempt 2 years

Types of Payments

Type of Payment	Submission
Employment/Recurring Fellowships	HRFE/Payroll
Independent Contractor - Including Honoraria	FN Payment e-Form
Royalty	FN Payment e-Form
Awards/Prizes/Human Subject Payments	FN Payment e-Form
Other Income	FN Payment e-Form
Qualified Scholarships/Fellowships (non-recurring)	SAR (UIC)/DAWS (UIUC)
Non Qualified Scholarships/Fellowships (non-recurring)	SAR
Travel Reimbursements under Accountable Plan	TEM system

Submitting Payment Requests

Abbreviation	Full Name
FN Payment e-Form	Foreign National Payment e-Form (FNPeF)
SAR	Student Account Payment Request Form
DAWS	Departmental Award Web System (UIUC only)
TEM	Travel & Expense Management system

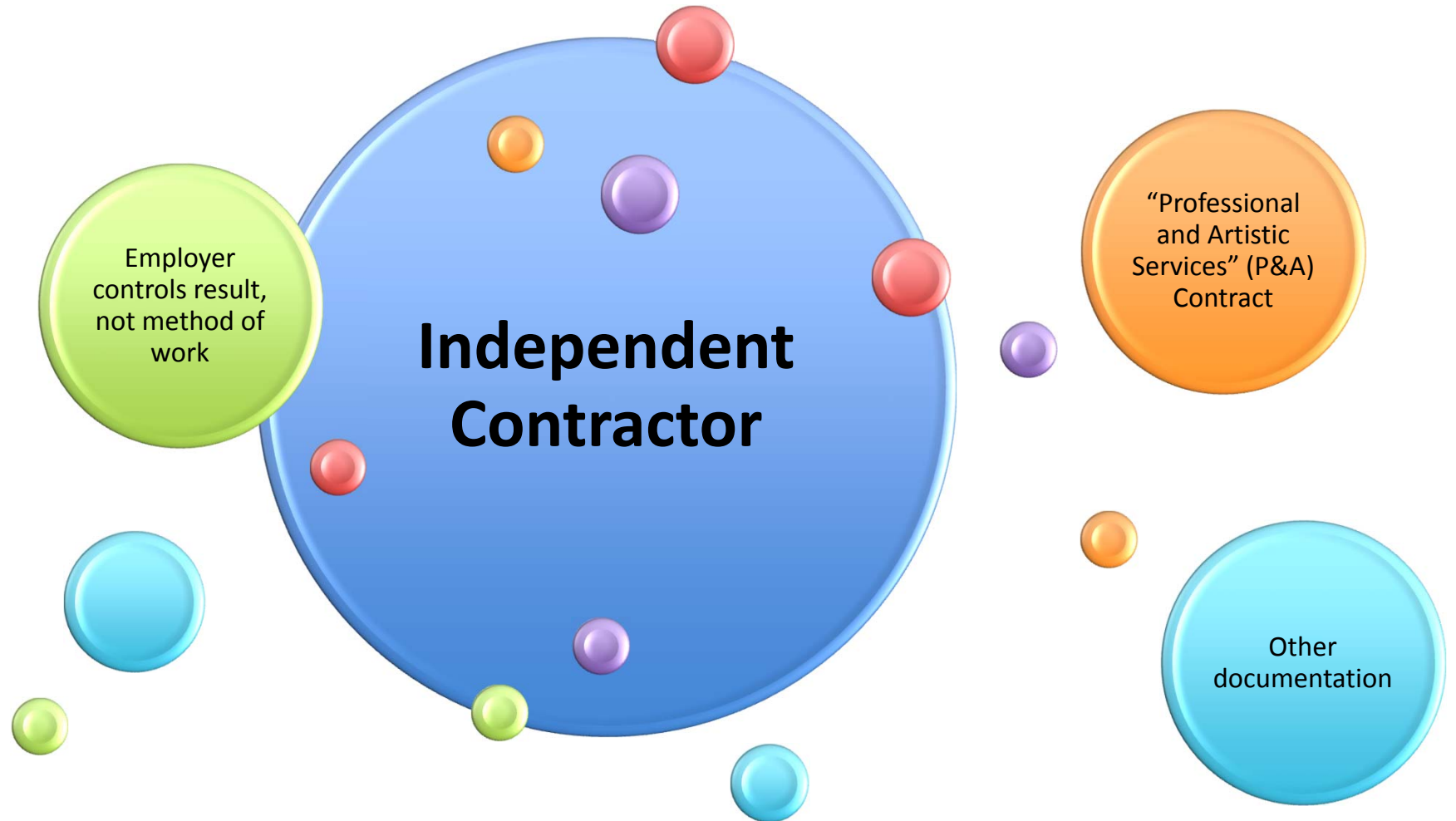
Employment/Recurring Fellowship Payments

- HR Front End (HRFE)
- Payroll System
- Tax Status Review Appointment

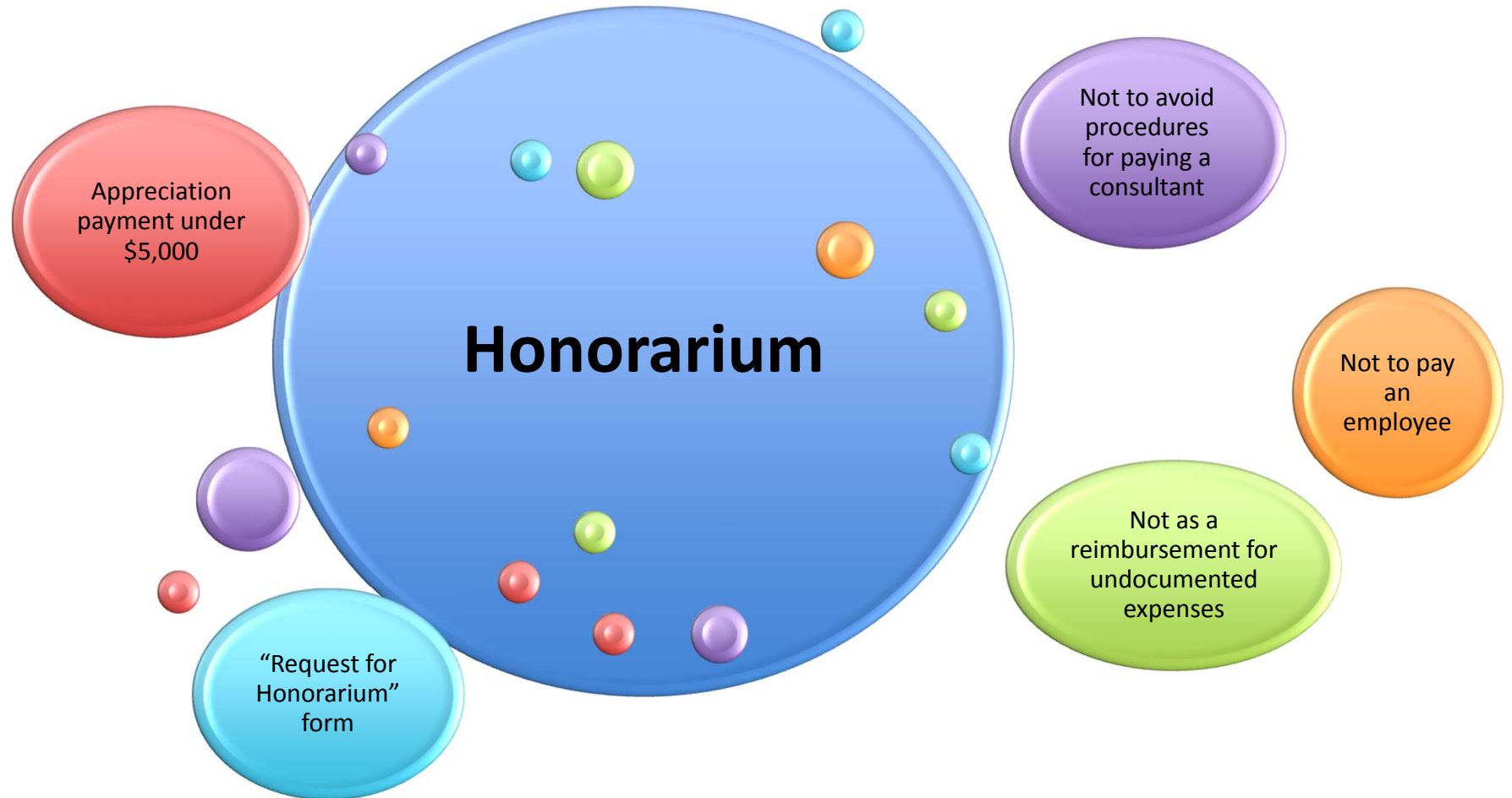
FN Payment e-Form Payments

Type of Payment	Submission
Employment/Recurring Fellowships	HRFE/Payroll
Independent Contractor - Including Honoraria	FN Payment e-Form
Royalty	FN Payment e-Form
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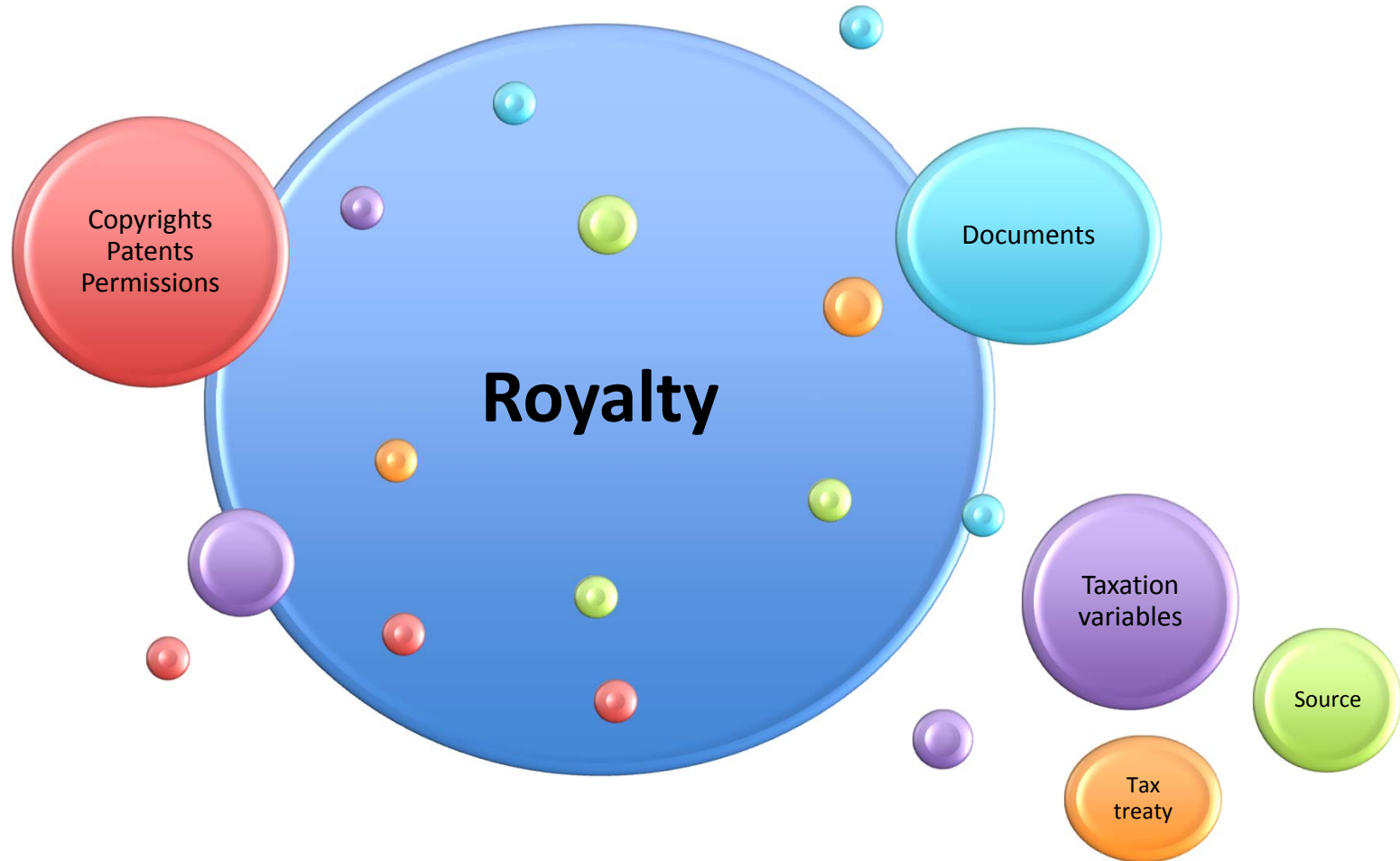
FNPeF Payments



FNPeF Payments



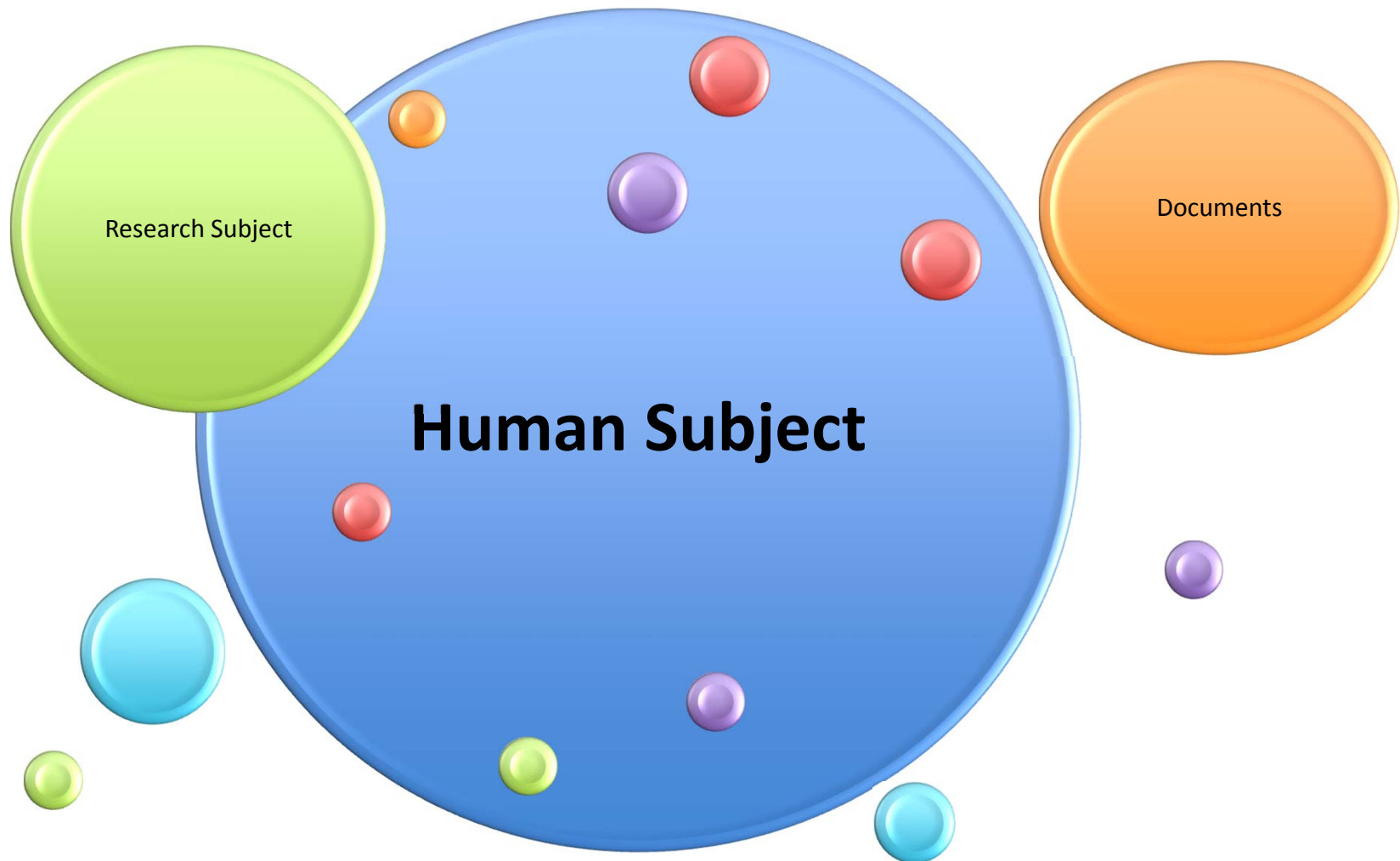
FNPeF Payments



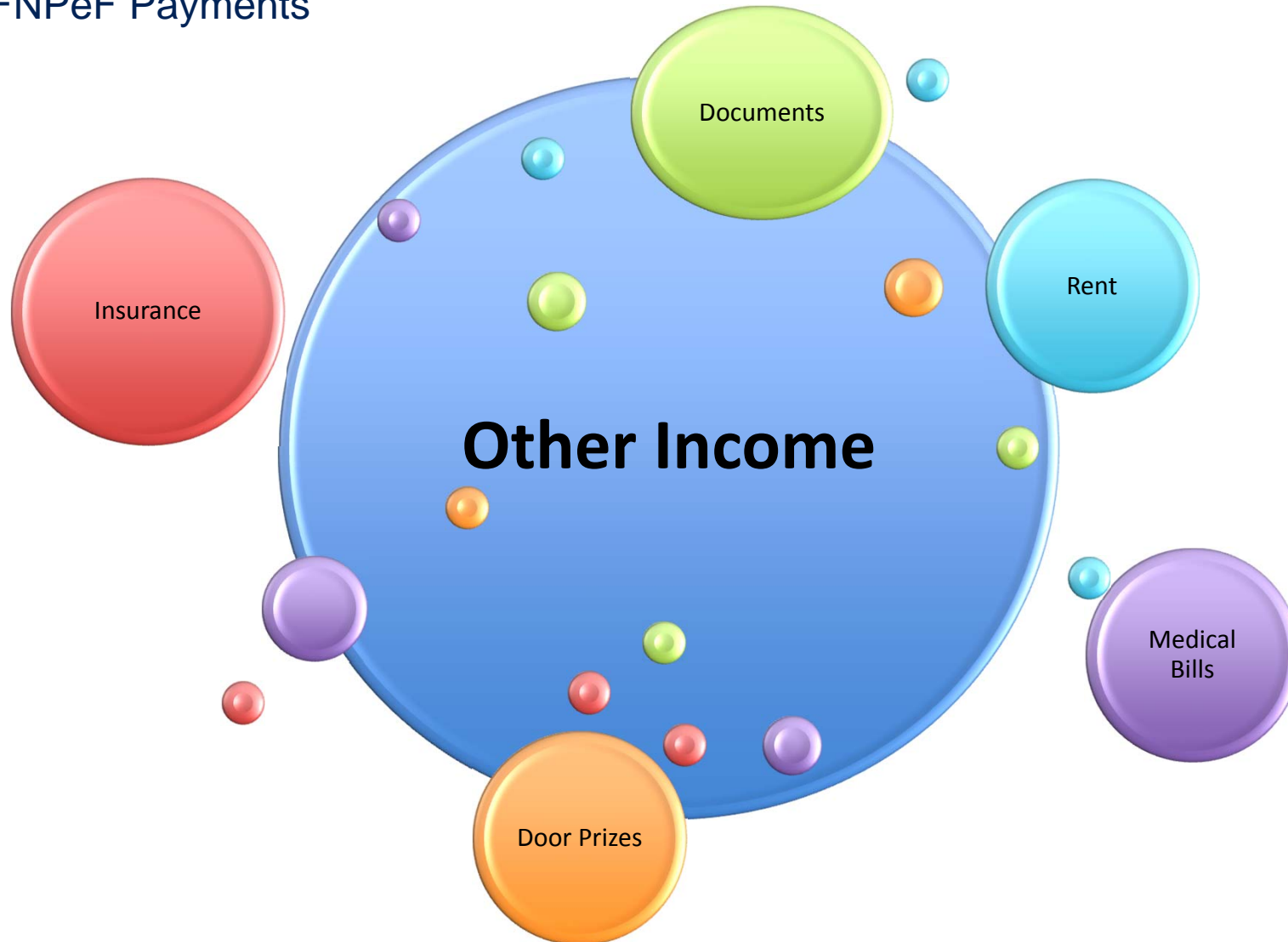
FNPeF Payments



FNPeF Payments



FNPeF Payments



FNPeF

The screenshot shows the University of Illinois Office of Business and Financial Services (OBFS) website. A white callout box highlights the 'Payments to Foreign Nationals' link in the 'iBuy (online purchasing)' section. Two red arrows point to the highlighted link from the left and right sides of the callout box.

Office of Business and Financial Services

About OBFS | Job Aids & Training Materials | Forms | Jobs | News Center | Who To Ask | Site Map

Accounting & Financial Reporting
Reports, Banner Account Codes, UFAS to Banner Crosswalks, Year-End Procedures, FCIAA, Reference Materials

Audit/Internal Controls
Employee & Supervisor Responsibility, Internal & External Audits

Grants & Sponsored Projects
Indirect Cost Rates, Effort Reporting, Banner Index Codes, Month-End Reporting, Audit Reports, Expenditure Reports, Essentials of Post-Award Administration, Links & Resources

iBuy (online purchasing)
What's New. Overview. Get Started. Reporting. Training Resources, ...cted Transactions, Training, ... Payments to Non-... sements, TEM Resource

Payments to Foreign Nationals
University Payroll Services, **Payment Eligibility Grid,** ...cted Transactions, Training, ... Payments to Non-... sements, TEM Resource

Travel and Expense Reimbursements, Other Payments, Tax Status Review Appointments

Travel, Travel Resources, TEM Resource Page

Capital Programs & Real Estate Services
Applications, Faculty and Staff, Landlord Submittals, University Leasing Process, Training

Cash Handling
Chicago Campus, Springfield Campus, Urbana Campus

Contracts - Urbana Only

Payments to Foreign Nationals
University Payroll Services, **Payment Eligibility Grid,** ...cted Transactions, Training, ... Payments to Non-... sements, TEM Resource

Payment Eligibility Grid, ...cted Transactions, Training, ... Payments to Non-... sements, TEM Resource

Payroll & Earnings
Customer Service, Adjustment Notification Application (ANA), Payroll

Log in to:
Choose the application

Resources:

- Banner Alerts & Resources
- Benefits Information - University Payroll and Benefits (UPB) Customer Service
- Calendars, OBFS
- Conferences
- Human Resources
- i-card
- Identity Theft (Red Flags Rule)
- Office of Treasury Operations
- Orientation for New Business and Finance Employees
- OBFS Policies & Procedures Manual
- U of I Phonebook
- Web Sites & Applications

Information for:

- Business Managers
- OBFS Employees (Intranet)
- Students
- Vendors

Submit FNPeF

- Complete form
- Submit with proper documentation
- Fax documentation to 217-239-6909

Foreign-National-Payment-eForm.pdf - Adobe Reader

File Edit View Window Help

1 / 1 121%

Tools Sign Comment Extended

Please fill out the following form. You can save data typed into this form. Highlight: Existing Fields

UNIVERSITY OF ILLINOIS
 URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

Foreign National Payment

Payroll Use Only

E-Class

Citizenship Code

Tracking Number

UPAY Use Only

Banner Doc #

Check Print Loc

1099 Enclosures

OBFS Approval

UIN/Vendor ID:

Payee Name: Campus:

Address:

Department Name:
 Department Contact:
 Special Handling: Phone Number:

Date of Activity	Description	Amount

Enter FOAPALS below: Total: \$0.00

Account Title:

Chart	Fund	Org	Acct	Program	Activity	Location	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Account Title:

Chart	Fund	Org	Acct	Program	Activity	Location	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Export PDF

Adobe ExportPDF
 Convert PDF files to Word or Excel online.

Select PDF File:
 Foreign-National-Payment-eFor...
 1 file / 179 KB

Convert To:
 Microsoft Word (*.docx)

Recognize Text in English(U.S.)
 Change

Convert

▶ Create PDF
 ▶ Send Files
 ▶ Store Files

Chart	Fund	Org	Acct	Program	Activity	Location	Amount

Account Title: _____

Chart	Fund	Org	Acct	Program	Activity	Location	Amount

To submit this form:

- For all payment types you **MUST** fax copies of the following to 217-239-6909 and include the tracking number(see Step #3 to obtain tracking number):
 - Passport photo ID page and pages with US entry stamps.
 - US entry visa (if applicable), which includes a photo, passport/visa number, issue and expiration dates.
 - I-94 card - both sides.
- Select the reason for the payment below (see additional required forms below the payment type).
- Send the form by clicking on the e-mail button. The form will insert a number in the Tracking Number field in the upper right of the form. The form remains open so that you can copy the tracking number for Step #1, then you may close the form.

<input type="radio"/> Honararium Requires: Honorary Agreement Foreign National Tax Info Form	<input type="radio"/> Service Agreement Requires: P&A Contract Foreign National Tax Info Form	<input type="radio"/> Prize Requires: W-8BEN Foreign National Tax Info Form	<input type="radio"/> Royalty Select Type Requires: W-8BEN Foreign National Tax Info Form
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If other documents are required, check those you have attached:

Copy of SSN Card, ITIN or Certification of Application Form I-20 Form DS-2019 EAD Card Form 1-797 Award Letter

Other Please describe: _____

Please see these [instructions](#) on how to set up your digital Id in order to approve this form.

Department Certification: As an employee of the University requesting payment to the above-referenced individual, I hereby certify on behalf of the department that the above information is true, correct, and complete to the best of my knowledge and belief.

Department Authorized Approval: _____ Date: _____

Payment of interest may be available if the State fails to comply with the State Prompt Payment Act, (Ill. Rev. Stat. 1991, Ch.127, Par. 132.400).

Revised 8/25/10 OBFS - Payroll Page 1 of 1

Adobe Express PDF

Convert PDF files to Word or Excel online.

Select PDF file:

Foreign-National-Payment-eFor...
1 file / 179 KB

Convert to:

Microsoft Word (*.docx)

Recognize Text in English (U.S.)
[Change](#)

▶ Create PDF

▶ Send Files

▶ Store Files

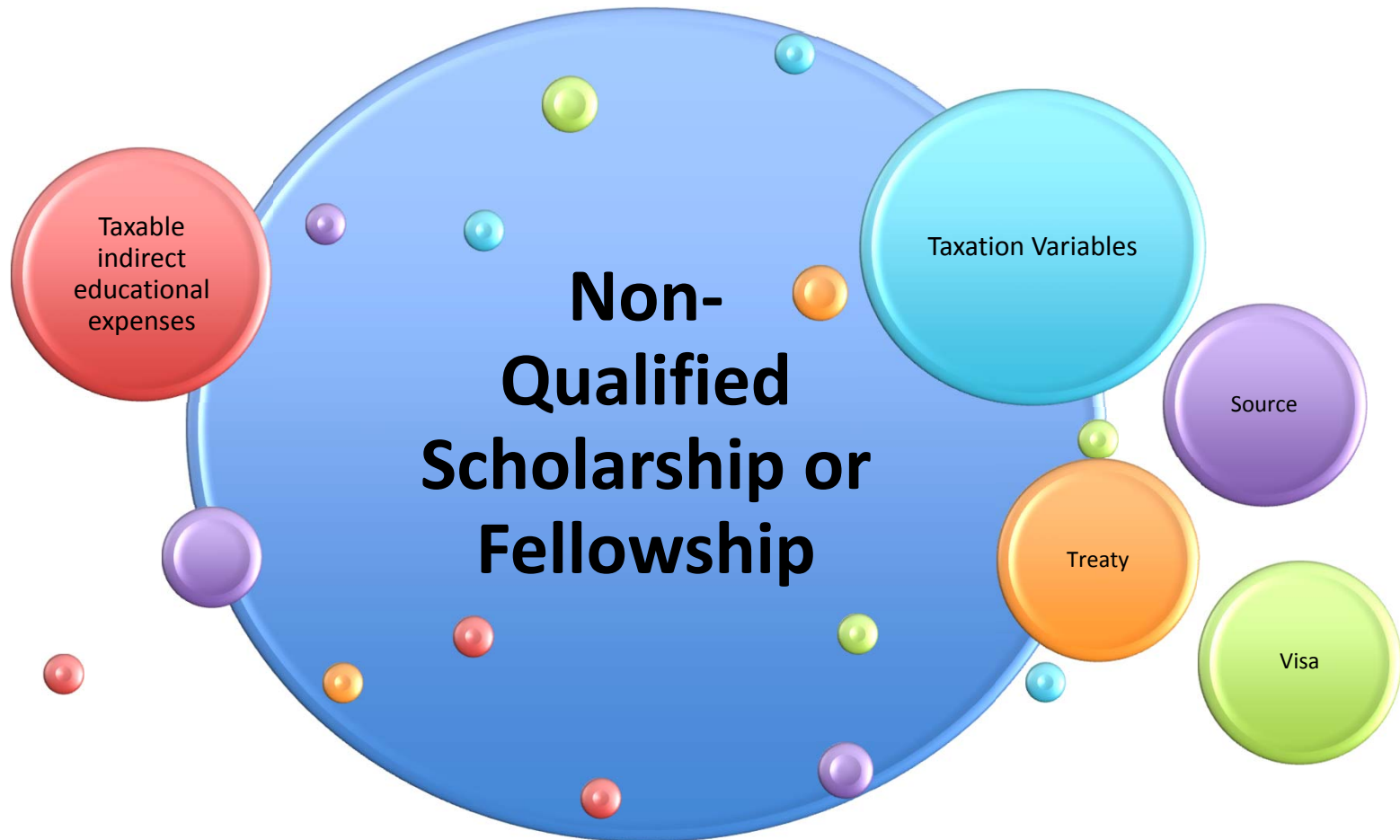
SAR/DAWS Payments

Type of Payment	Submission
Employment/Recurring Fellowships	HRFE/Payroll
Independent Contractor - Including Honoraria	FN Payment e-Form
Royalty	FN Payment e-Form
Awards/Prizes/Human Subject Payments	FN Payment e-Form
Other Income	FN Payment e-Form
Qualified Scholarships/Fellowships (non-recurring)	SAR (UIC)/DAWS (UIUC)
Non Qualified Scholarships/Fellowships (non-recurring)	SAR
Travel Reimbursements under Accountable Plan	TEM system

SAR/DAWS Payments



SAR/DAWS Payments



Before Submitting

- Determine correct payment option
[Scholarship and Fellowship Payments to Nonresident Alien Students Determination, Checklist and Examples](#)
- Determine source
[Foreign Source Income Chart](#)

Submit Student Account Payment Request Form (SAR)

- Complete form
- DAWS for UIUC qualified scholarships
- FN Payment e-Form for non-UI student

USFSCO/University Payroll

[Logout](#)

Student Account Payment Request

This form must be completed in order for a Department to make a payment on a student's account.

* All payments to non-foreign national Champaign-Urbana students for the current Academic Year, and all Qualified Payments (i.e. tuition and fees only) to foreign national Urbana-Champaign students for the current Academic Year, must be submitted through DAWS at: [DAWS](#) .

If you have any questions while or after completing this form, please email aroperations@uillinois.edu or call (217)244-6022. Please allow at least two weeks for this form to be processed after you submit it.

Note: If you anticipate making department payments from the same C-FOAP to 10 or more students in any given academic year, they must be processed through Financial Aid. Please contact your campus Financial Aid Office to make appropriate arrangements.

Student UIN

UIN:*

* - Required fields

ILLINOIS
 UNIVERSITY OF ILLINOIS AT URBANA CHAMPAIGN

FINANCIAL AID

Cost | The Process | **Types of Aid** | Resources | Search

Departmental Award Web System (DAWS)

Information on this page is intended for University of Illinois at Urbana-Champaign faculty, administrators and staff that have responsibility for processing scholarships, grants, prizes and awards.

Beginning August 5, 2013 all scholarships, grants, prizes and awards (excluding non-qualified foreign national payments) must be processed through DAWS. Information entered into DAWS is loaded into BANNER on Tuesday and Thursday evenings and disbursed to the student's University Account through the Banner disbursement process.

The U.S. Department of Education requires that the amount of any scholarship, grant, prize or award be considered as a resource in the student's financial aid package and may impact other aid previously awarded to a student. The processing of scholarships, grants, prizes and awards through DAWS will ensure compliance with these federal financial aid requirements.

All current and new users of DAWS must complete and submit the appropriate security access form. Two types of access are available for DAWS. Users can request access to have the ability to enter awards into the system or approve awards into the system. In order to comply with University policies the person that enters the award is not permitted to approve the award. It is necessary for every unit that processes scholarships, grants, prizes or awards to have at least two DAWS users. One user must have award entry access and the other user must have award approval access. Please access the appropriate link below and submit the completed form to the Office of Student Financial Aid (OSFA) by email to finaid@scholarships@illinois.edu or by fax to 217-244-6509.

[DAWS Security Request Form – Award Entry](#)

[DAWS Security Request Form – Award Approval](#)

[DAWS User Guide](#)

- Grants
- Scholarships/Waivers
- Loans
- Employment
- International
- Veterans
- Tax Credits
- Pre-paid Tuition
- Special Programs

FAFSA
 FEDERAL SCHOOL CODE 001775

CHECK YOUR STATUS
 VIEW YOUR FINANCIAL AID

FORMS
 ACCESS FINANCIAL AID FORMS

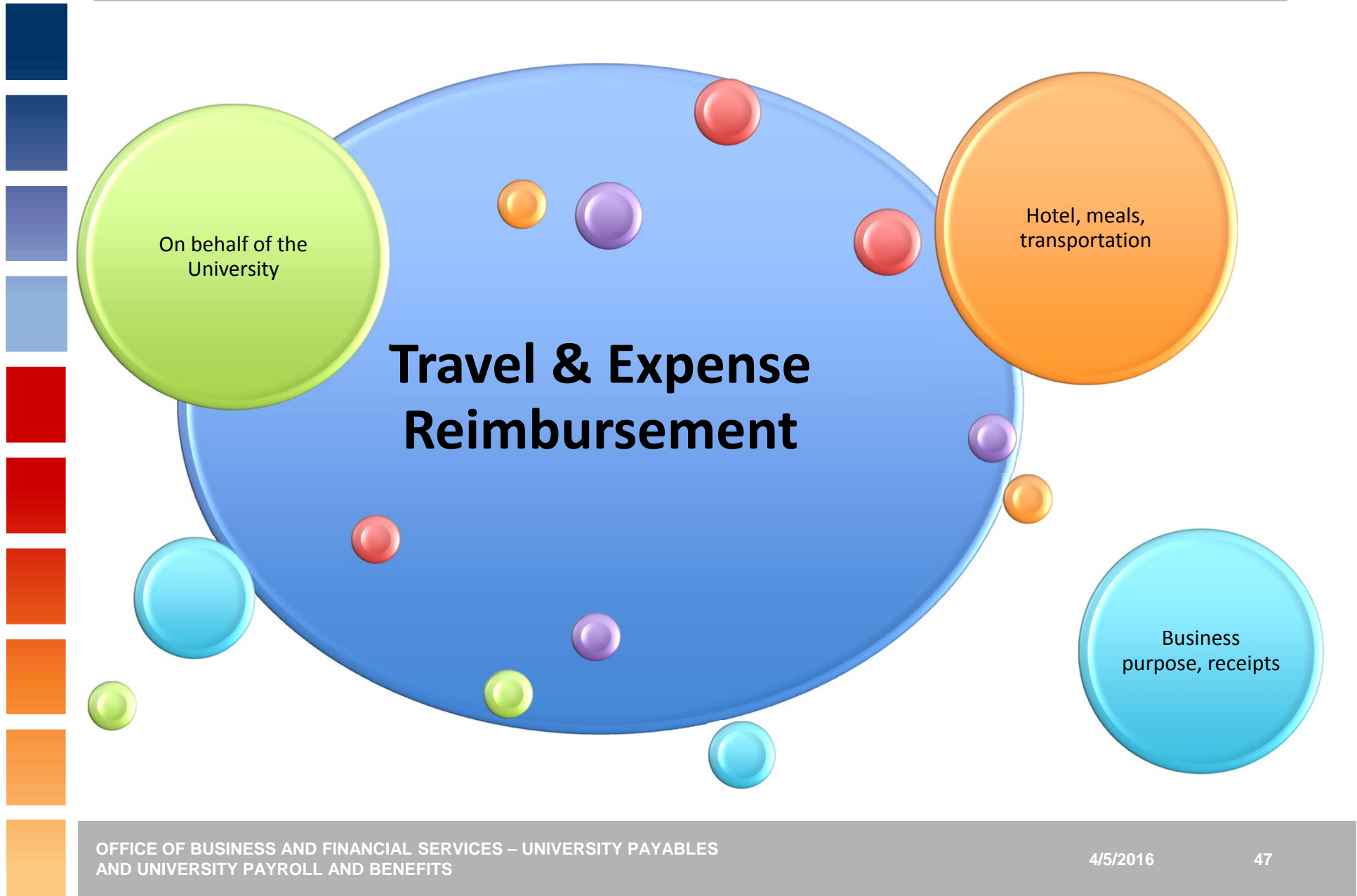
NET PRICE CALCULATOR
 ESTIMATE YOUR FINANCIAL AID

STUDENT CONSUMER INFO
 RESOURCES AND CAMPUS METRICS

COLLEGE SCORECARD
 INFORMATION ON COLLEGE AFFORDABILITY AND VALUE

Travel Reimbursement Payments

Type of Payment	Submission
Employment/Recurring Fellowships	HRFE/Payroll
Independent Contractor - Including Honoraria	FN Payment e-Form
Royalty	FN Payment e-Form
Awards/Prizes/Human Subject Payments	FN Payment e-Form
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Qualified Scholarships/Fellowships (non-recurring)	SAR (UIC)/DAWS (UIUC)
Non Qualified Scholarships/Fellowships (non-recurring)	SAR
Travel Reimbursements under Accountable Plan	TEM system



Office of Business and Financial Services

[About OBFS](#) | [Job Aids & Training Materials](#) | [Forms](#) | [Jobs](#) | [News Center](#)

Accounting & Financial Reporting

Reports, Banner Account Codes, UFAS to Banner Crosswalks, Year-End Procedures, FCIAA, Reference Materials

Audit/Internal Controls

Employee & Supervisor Responsibility, Internal & External Audits

Budgeting

Budget Development Tips, Adjustment Requests, Budget Memo Log, Chicago Campus, Springfield Campus, Urbana-Champaign Campus

Business Development Services - UIC Only

Contract Types, OBDS Contract Process, HOT Topics, Contract Status, Newsletters

Business Travel

Advances, Contracted Travel Agencies, Reimbursement Rates, Foreign Travel, Travel Resources, TEM Resource Page

Capital Programs & Real Estate Services

Applications [↗](#), Faculty and Staff [↗](#), Landlord Submittals [↗](#), University Leasing Process [↗](#), Training [↗](#)

Card Services

Department Card Managers (DCM), Purchasing Card (P-Card), Travel Card (T-Card)

Cash Handling

Chicago Campus, Springfield Campus, Urbana Campus

Log in to:

Choose the application

Choose the application

All Applications

ANA

Banner

DART

EDDIE

FABWeb

HR FrontEnd

iBuy

NESSIE

OBFS Employees Intranet

P-Card

PARIS

PEAR

Procurement Contracts Search

T-Card Solution (TCS)

TEM System

UI Enterprise Applications

UI eRA Portal

UIUC CampusShip

UIC CampusShip

Unclaimed Bank Wires

USC Security Application

View Direct - Enterprise

View Direct - Standard

[Travel and Expense Reimbursements](#), [Other Payments](#), [Tax Status](#)

[Review Appointments](#) [↗](#)

Payroll & Earnings

Log in to:

Choose the application

Choose the application

All Applications

ANA

Banner

DART

EDDIE

FABWeb

HR FrontEnd

iBuy

NESSIE

OBFS Employees Intranet

P-Card

PARIS

PEAR

Procurement Contracts Search

T-Card Solution (TCS)

TEM System

UI Enterprise Applications

UI eRA Portal

UIUC CampusShip

UIC CampusShip

Unclaimed Bank Wires

USC Security Application

View Direct - Enterprise

View Direct - Standard

Information for:

[Business Managers](#)

[OBFS Employees \(Intranet\)](#) [↗](#)

[Students](#)

[Vendors](#)

Current Announcements

[New Card Services Section on the OBFS Website](#)

TEM System User Grid

User	Use	System
Employee	Accountable Plan reimbursement	TEM
Student	Accountable Plan reimbursement	TEM (with Tax Reporting and Withholding Checklist for Foreign National Reimbursements)
	Study-related reimbursement	SAR
Non-Employee	Reimbursement	TEM

TEM Resource Page

www.obfs.uillinois.edu/tem-resources/

- Job Aids
- Recorded Webinars
- Course Registration
- Policy Links
- Announcements

TEM Questions? E-mail temhelp@uillinois.edu

Payment Receipt

Payment Submission	Payment Delivery
HRFE/Payroll	Direct deposit
FN Payment e-Form	Direct deposit/paper check
SAR	Student Account credit
DAWS	Student Account credit
TEM	Direct deposit/paper check

Department's Role

- Help complete and submit required forms and documents
- Assist University of Illinois compliance

Assistance

Information	Campus	Contact
Immigration information	Urbana-Champaign	International Student & Scholar Services
	Chicago	Office of International Services
	Springfield	Office of International Student Services
Pay-related information	ALL	University Payroll & Benefits (UPB) Foreign National Service Center FnlInquiry@uillinois.edu



Helpful Links

- <http://www.obfs.uillinois.edu>
 - Policy Manual Section 17
 - Policy Manual Section 18.2

Helpful IRS Publications

[IRS Forms and Publications](#)

1-800-TAX-FORM (1-800-829-3676)

Publication	Description
Publication 515	Withholding of Tax on Nonresident Aliens and Foreign Corporations
Publication 519	U.S. Tax Guide for Aliens
Publication 901	U.S. Tax Treaties



Questions?

Thank you!