Student Non-Wages Payment

Scholarships or Stipend
Contents

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Terminology & Process
Terminology

▪ Scholarship - Tuition and Books

▪ Stipend - Living expenses

▪ Earned Wages - Money paid for services completed such as teaching, research or other duties

▪ International Student - Any student who is not a US Citizen or Permanent Resident

▪ DocuSign PowerForm - Software used to safely and securely sign documents electronically
Process

- Department information needed for DocuSign PowerForm
  - Student information
  - Scholarship Program
  - Funding Source
  - Financial Manager Name and Email

- Automated Routing for review/approvals
  - Funding Financial Manager
  - International student route to Finance Tax Office
  - Scholarship Office
  - Grants Accounting
Let’s Get Started
Let’s Get Started

- Ask ‘Is this payment for earned wages paid for teaching, research or other services?’
  - Yes, complete a hiring employment contract

- Forms located on Business & Finance Forms webpage
  - Original/Revised Requests used for the following:
    - Request Payment for Student Non-Wages (US Citizen/Permanent Resident)
    - Request Payment for Student Non-Wages (International)
    - Make changes to the original request

- Cancellation
  - Request to Cancel future Payment for Student Non-Wages
Let’s Get Started

- A separate form must be submitted:
  - For each student
  - For the academic year, preferably
  - By the deadlines stated on the form

- DocuSign forms will replace emails, paper processes and removes the Accounting Office from the review process

- Request for Payments to International students will not route to the Scholarship Office until student has provided the Finance Tax Office with appropriate documents
Create PowerForm: Recipient Information

- Enter your full name & email address as the requestor
- Enter full name & email address of financial manager and student receiving the fund
- Click ‘BEGIN SIGNING’ to enter the form
DocuSign Acknowledgement

- Click ‘GOT IT’ to acknowledge the Finish Later section
- Click ‘CONTINUE’ to access the fields on the form
Complete Section I: Student Information

- **Red boxes** indicate required fields throughout the form.
- Indicate whether the request is the original request or a revised request.
- This form is not to be used for cancellations. See [Student Payment Cancellation Request](#).
Complete Section II: Program and Funding Information

- Red boxes indicate required fields

Section II: Program and Funding Information

Is this request for teaching, research or other services? No – Continue with Form

Grant Funded? Yes ☐ No ☐

For Tuition/Fees only? Yes ☐ No ☐

Program Budgeted Amount: $[ ]/year

Original Budgeted Amount ☐ Revised Budgeted Amount ☐

Program Name: [ ]

Program Payment Begin Date: [ ]

End Date: [ ]

Program Description: [ ]

Section III: Student Payment Information. Select the appropriate checkbox to open the additional required fields.
Complete Section III: Student Payment Information

- Clicking on the Scholarship and/or Stipend check box will open other fields available
  - Amounts can be entered for one or more terms
- Total Amount Requested is automatically calculated based on amounts entered
- Only one funding source can be used
- Account codes have been pre-populated
Complete Section IV: Requestor Information

- Enter your department name and phone number
- Clicking ‘FINISH’ in the top right corner will route the form to the Scholarship Office
Complete Section V: Program and Funding Approvals

- Financial Manager/Designee of the funding source to sign electronically by clicking the ‘Sign’ button
- Clicking ‘FINISH’ to route the form to the Scholarship Office (International students will route to Tax Compliance before Scholarships)
- After the Scholarship Office completes their review, the financial manager, Grants Accounting, Tax Office and student will be notified
Payment Cancellation
Create PowerForm: Recipient Information

- Enter your full name & email address as the requestor
- Enter full name & email address of financial manager and student receiving the fund
- Click ‘BEGIN SIGNING’ to enter the form
DocuSign Acknowledgement

- Click ‘GOT IT’ to acknowledge the Finish Later section
- Click ‘CONTINUE’ to access the fields on the form
Complete Section I: Student Information

- **Red boxes** indicate required fields throughout the form
- Select whether student is a US Citizen/Permanent Resident or International student

![Form Image]

This form is to be used for Student Non-Wages **Cancellations** only. If you need to adjust an existing scholarship or stipend, submit a revised Request Payment for Student Non-Wages form found at [DocuSign Link].

**Section I: Student Information**

- **Student Name:**
- **Student Banner ID:**
- **Student UUID:**
- **Student Email:**
- **Phone:**
- **Citizenship:**
  - **Select:**
  - **Select:**
  - **US Citizen/Permanent Resident**
  - **International**

**Section II: Program Information**

- **Program Name:**
- **Program Payment Begin Date:**
- **End Date:**
Complete Section II: Payment Cancellation Information

- **Red boxes** indicate required fields

Section II: Payment Cancellation Information

- Program Name: ____________________________
- Program Payment Begin Date: ________
- End Date: ________
- **Cancel Future Scholarship Term(s):** Fall, Spring, Summer, Cancel All Terms
- **Cancel Future Stipend Payment(s)**
  - Effective Date: ____________________________

Index: ________  Fund: ________  Org: ________
Account: Scholarship 79710  Program: ________  Activity: ________
Account: Stipend 79717  Program: ________  Activity: ________
Complete Section III: Requestor Information

- Enter your department name and phone number
- Clicking ‘FINISH’ in the top right corner will route the form to the Financial Manager
Complete Section III & IV: Program and Funding Approvals

- Financial Manager/Designee of the funding source to sign electronically by clicking the ‘Sign’ button
- Clicking ‘FINISH’ in the top right corner will route the form to the Scholarship Office
- After the Scholarship Office completes their review, the financial manager, Finance Tax Office and student will be notified
Checking Document Status
Checking Document Status:

- Login to DocuSign via myMemphis portal – Employee Tab
- Enter your email address on the DocuSign webpage when prompted
- Click on ‘Manage’ to open the DocuSign dashboard
Checking Document Status:

- Under Envelopes, click ‘Inbox’
- Document Status Types:
  - **Need to Sign** – You have an action to take on the form. Click ‘SIGN’ button to begin signing process
  - **Waiting for Others** – You have completed your signing step and others remain in the signing process
  - **Completed** – All recipients have completed signing document
  - **VOIDED** – Requestor voided form or form expired due to missing signatures (after 120 days)
‘Waiting for Others’ Status

- From the Inbox, double-click on the subject line of the appropriate form to see what role currently has the form and what roles remain.
Searching for Documents
Searching Documents:

- Login via myMemphis portal – Employee Tab
- Enter your email address on the DocuSign webpage
- Click on ‘Manage’ to open the dashboard
Searching Documents:

- Under Envelopes, click ‘Inbox’
- On the right, enter a recipient’s name or UUID into search box and click ‘Apply’
- Additional search criteria will appear but are optional
Search Results in DocuSign:

- All DocuSign forms meeting the search criteria will appear in search results regardless of status.
- Follow [Checking Document Status](#) steps to determine where form is in the routing process.

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**Inbox**

Filtered by: Date (Last 6 Months) | Edit

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<thead>
<tr>
<th>Subject</th>
<th>Status</th>
<th>Last Change</th>
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| Schlp/Stipend Request: Sarah Student/...@memphis.edu
To: Rendal Requestor, Frannie Finmgr +3 more | Need to Sign | 10/7/2020 00:20:00 pm |
| Schlp/Stipend Cancellation: Sarah Student/...@memphis.edu
To: ...Frannie Finmgr +3 more | Completed    | 9/29/2020 10:48:52 am |
Questions

Scholarship Office
scholarships@memphis.edu
901.678.3213