

Awards Paid by URI Foundation

Award to University Employee who is paid on State Payroll – 2 payment options available

1. URI Foundation Account
 - a. Set up new or identify an existing URI Foundation account for employee to use for educational purposes such as conferences, seminars, travel, educational materials, supplies, etc.
 - b. Process URI Foundation Payment Order Form to transfer from Dean or Department URI Foundation Fund to URI Foundation designated fund.
 - c. Employee can process URI Foundation Payment Orders Forms as needed.
 - d. Award amount transferred to URI Foundation for employee to utilize the funds for job related expenses is not reportable as taxable income to employee on IRS Form 1099.
2. University (State) Payroll additional wages
 - a. Department processes [State APF-3 form](#) for additional wages (example attached) charged to Fund 401 chartfield string.
 - b. Award payment to employee will be included in their paycheck.
 - c. Payment is subject to FICA and Medicare tax.
 - d. Payment is taxable and will be reported on employees W-2 form.
 - e. Employee can expend the money with no restrictions.

Award to University Student – 2 payment options maybe available

1. Scholarship – post to Student Enrollment Services Term Bill
 - a. Award will be posted as scholarship to student's account.
 - b. Amount will be applied to open balances. If no balance due, student will receive refund.
 - c. Process Scholarship memo to URI Enrollment Services and charge to the chartfield (401-dept-prog) to account 6582.
 - d. URI Foundation Scholarship will be reported on IRS Form 1098T.
2. Payment to Student
 - a. Process URI Foundation Payment Order Form and charge to the Fund 401 chartfield string.
 - i. If Student is employed by University and paid on the Internal Payroll, the award amount is taxable and will be reported on employees W-2 form.
 - ii. If Student is not an employee, the award amount is taxable and will be reported on IRS Form 1099.
 - b. Student can expend the money with no restrictions.

Travel Award to University Employee or Student

Travel Awards require TAR/TEV for Out of State Travel and receipts for In-State Travel. For Out-of-State travel, process TAR/TEV Forms and charge to the URI Foundation Fund 401 chartfield string. For In-State Travel, process URI Foundation Payment Order Form with proper receipts attached for employee or student. Travel Award amount is not taxable to employee or student.

URI FACULTY / STAFF ADDITIONAL PAY FORM

The Additional Pay Form (APF-3) for Faculty / Staff Payroll is to be used to make **specific types** of payments to employees currently active on the Faculty / Staff Payroll **in addition** to their biweekly pay.

This form must be accompanied by a detailed listing of dates & hours of overtime worked.

ALL AREAS MUST BE FILLED OUT

<p>SELECT THE APPROPRIATE TYPE OF PAYMENT: (check off)</p> <p><input type="checkbox"/> On Call Status Payments for Risk & Safety Personnel</p> <p><input type="checkbox"/> Non Classified Comp Time Payments</p> <p><input type="checkbox"/> Hall Directors Building Coverage/Excess Occupancy Threshold</p> <p><input type="checkbox"/> Athletic Coaches Bonuses</p> <p><input checked="" type="checkbox"/> Other</p> <p>PeopleSoft Chartfield #: <input style="width: 100%;" type="text" value="401-XXXX-XXXX-XXXX (no account code)"/></p>	<p>REASON FOR PAYMENT: (required field)</p> <p><input style="width: 100%;" type="text" value="Foundation award (can be more descriptive)"/></p> <p><input style="width: 100%;" type="text"/></p> <p><input style="width: 100%;" type="text"/></p> <p><input style="width: 100%;" type="text"/></p> <p>Effort Code: <input style="width: 100%;" type="text"/> for Ledger 5 Accts only</p>
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<p>Name: <input style="width: 100%;" type="text" value="recipient's full name"/></p> <p>Payroll Acct # <input style="width: 100%;" type="text" value="leave blank - Payroll Use Only"/></p> <p>WORK ASSIGNMENT PERIOD: from: <input style="width: 100%;" type="text" value="date of award"/></p> <p>Total Hours Paid: <input style="width: 100%;" type="text" value="n/a"/></p> <p>Authorized Amount of Payment: <input style="width: 100%;" type="text" value="\$XXX.XX"/></p>	<p>PS empl # <input style="width: 100%;" type="text" value="1XXXXXXXXX"/></p> <p>Dept Name: <input style="width: 100%;" type="text" value="department name"/></p> <p>to: <input style="width: 100%;" type="text" value="date of award"/></p> <p>Union: <input style="width: 100%;" type="text" value="if appropriate"/></p> <p>Hourly Rate: <input style="width: 100%;" type="text" value="n/a"/></p>
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SIGNATURES AND DATE SIGNED:

	PAYEE	DATE
	DEAN / DIRECTOR / DEPT. HEAD	DATE
	BUDGET / RESEARCH (For Ledger 5 Accts.)	DATE
	PRINCIPAL INVESTIGATOR	DATE
	HUMAN RESOURCES	DATE

OVERTIME	S/T	O/T	H/W
OVERTIME HRS PAID			
RETRO HOURS			
CHARGED TO HOME DEPT			
CHARGED TO O/T DEPT			
TOTAL			

FOR PAYROLL USE ONLY		(clerk's initials)
BACKUP RECEIVED		
RETRO POSTED		
AMOUNT OF RETRO	\$	
DATE COPY TO PR ACCT.		