

Stipend Payments

Overview

The stipend form is used to pay a graduate student directly. Please note this is not for payroll purposes. Typically a stipend is part of a scholarship or fellowship.

You can find the Stipend Form [here](#). The Form is located under the Office of Sponsored Accounting, General Accounting or Restricted Accounting heading.

To find it faster you can use the search function. Hit Ctrl + F and type in stipend and hit enter.

It is an MS Excel form that looks something like this:

Syracuse University Stipend Payment Request										FY 2020																																																																																																													
STIPEND ChartString: 11-XXXX-XXXX-620750										Received																																																																																																													
Requested By: X										*** IF SPONSORED																																																																																																													
Authorized Signer (Signature): X										Reason for Payment:																																																																																																													
Authorized Signer (Type/Print Name): X																																																																																																																							
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*** Authorized Sponsored Award Signer (Type/Print Name): X										Is recipient required to perform services for the stipend now or in the future?																																																																																																													
General Accounting Approval: X										Yes No																																																																																																													
<table border="1"> <thead> <tr> <th>Required for Non-SU Individuals paid on Sponsored</th> <th>LAST NAME</th> <th>FIRST NAME</th> <th>SSN</th> <th>Reason for Payment</th> <th>* Status #</th> <th>Citizenship</th> <th>Monthly Amount</th> <th>Tax</th> <th>Net Pymt</th> <th># of Pymts</th> <th>Payment Month(s)</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>XXXX-XXXX</td> <td>X</td> <td>X</td> <td>X</td> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> <td>1</td> <td>SEPT 2019</td> </tr> <tr> <td>X</td> <td>XXXX-XXXX</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td>XXXX-XXXX</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td>XXXX-XXXX</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td>XXXX-XXXX</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td>XXXX-XXXX</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>X</td> <td>XXXX-XXXX</td> <td>X</td> <td>X</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="10">Total</td> <td colspan="2">0.00</td> </tr> </tbody> </table>										Required for Non-SU Individuals paid on Sponsored	LAST NAME	FIRST NAME	SSN	Reason for Payment	* Status #	Citizenship	Monthly Amount	Tax	Net Pymt	# of Pymts	Payment Month(s)	X	XXXX-XXXX	X	X	X	1	1				1	SEPT 2019	X	XXXX-XXXX	X	X									X	XXXX-XXXX	X	X									X	XXXX-XXXX	X	X									X	XXXX-XXXX	X	X									X	XXXX-XXXX	X	X									X	XXXX-XXXX	X	X									Total										0.00		CITIZENSHIP STATUS IS (A) PAYROLL MUST BE Payroll Review Ex: _____ Date: _____ Name: _____ Commence: _____	
Required for Non-SU Individuals paid on Sponsored	LAST NAME	FIRST NAME	SSN	Reason for Payment	* Status #	Citizenship	Monthly Amount	Tax	Net Pymt	# of Pymts	Payment Month(s)																																																																																																												
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MAILING INSTRUCTIONS FOR AUTHORIZED PERSON TO RECEIVE AND DISTRIBUTE CHECKS: NAME: X DEPARTMENT: X Campus Address: X Phone Extension: X										*** IF SPONSORED - OFFICE OF SPONSORED ACCOUNTING MUST APPROVE Reviewed By: _____ Name: _____ DSA Approved By: _____ Date: _____																																																																																																													
* Citizenship Status Options: (1) U.S. Citizen (2) Permanent Resident of U.S. (3) Non-Resident Alien of U.S.																																																																																																																							
** Chart String to be Used for Tax Amount: CREDIT 11 91011 00000 220017																																																																																																																							
*** Sponsored Activity is indicated by any chart string with a "project tail" regardless of the Fund used																																																																																																																							

The primary areas you will be completing are the Stipend Chartstring (where the payment will come from) and the Recipient information.

Complete the **header block** first filling in the following:

1. Stipend Chartstring
2. Requested By
3. Authorized Signer Name

Ensure that you have the following information to complete the remainder of the form:

1. Student SUID
2. Student First and Last Name
3. Reason for the payment (ie Fall Planning Assistance)
4. Citizenship
 - a. If you do not know the student citizenship this can be found in MySlice under Identification Data: MySlice>Workforce Administration>Personal Information>Citizenship>Identification Data
5. Monthly Amount (Total Payment Amount)
6. Number of Payments (# of Pymts)
7. Payment Month

Once completed the authorized signor must sign.

⚠ Now What?

You have completed the Stipend form, but what now? Based on the Chart String used the stipend can be routed to one of 3 areas.

Fund 11- Disbursements

Sponsored Chart String- Sponsored Accounting 211 Lyman Hall

Restricted Chart String- Restricted Accounting 621 Skytop Rd Suite 100

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Disbursements

- [Employee Expense Reimbursement](#)
- [Faculty Travel Request](#)
- [Interdepartmental Order \(ID\)](#)
- [Payment for Professional Services](#)
- [Purchase Orders \(POs\)](#)
- [Requisitions](#)
- [Stipend Payments](#)
- [Travel Vouchers](#)

Academic

- [Agency Agreement Flowchart](#)
- [Fellowship Process Flow Chart](#)
- [Graduate Assitantships](#)
- [Graduate Student Travel Grant Program](#)
- [Part-Time Instructor \(PTI\) Requests](#)
- [Reconfigure Student Award](#)

Human Resources/Payroll

- [Employee Payrate/Chartstring Change](#)
- [Field Supervisors](#)
- [Hiring Student Employees](#)
- [Hiring Temporary Employees](#)
- [Part-Time Instructor \(PTI\) Requests](#)

Procurement Cards

Content by label

There is no content with the specified labels