SAS Graduate Student Stipend Payment Policy

- **Payments.** All active SAS graduate students must be paid monthly using one of the following job class, object code, earnings type combinations:
  - 217003 Teaching Fellow, 5048, GF6
  - 217004 Teaching Assistant, 5040, GF5
  - 217002 Teaching Assistant Summer, 5049, GF1
  - 217303 Research Fellow, 5044, GF6
  - 206060 Research Assistant, 5041, GF5
  - 206061 Research Assistant Summer, 5070, GF1
  - 217401 Educational Fellowship Recipient, 5046, GF2
  - 217801 Pre-Doctoral Trainee (for all sponsored projects), 5045, GF2

  The only exception to this policy is the weekly paid work study position.

  **Never pay an active graduate student as Lecturer B.**

  **Purpose:** Complies with Tax Office regulations.

- **Blocking Roles.** Block all roles of SAS graduate students. Process: On the Roles/Distributions tab in PennWorks, be sure to check the small box located above the Add Role button. A checked box will allow only users with home org access to add a role for the particular employee. An unchecked box means that non-home orgs may add roles.

  **Purpose:** Allows home department business office better control over student funding.

- **Role ORG.** For primary funding role, in PennWorks the role ORG must match the distribution ORG even if the role ORG is outside of SAS.

  **Purpose:** Allows Graduate Funding System allocations and actuals to line up on the student summary screen.

- **Role ORG transfers.**
  - Home department SAS business offices must transfer individual roles to other SAS business offices for primary funding payments and partial stipend payments. **The home org must remain with the student’s graduate group for the duration of the student’s academic career and must not be transferred.**
  - Home department SAS business offices may transfer roles to business offices outside of SAS for primary funding payments but not for partial stipend payments.
  - If another school wants to pay a secondary partial stipend to a SAS graduate student and the student has his/her graduate chair’s prior permission, obtain the account number and payment information from that school and add a distribution line in PennWorks (see Blocking Roles). Refer to SAS Graduate Division Employment Policy Concerning SAS-Funded Fellowships for Ph.D. Students.

  **Purpose:** Complies with SAS policy and facilitates communication between home org and job org business offices.

- **Program code.** The program code is used by SAS to identify the graduate student’s graduate group. Where possible, use the student’s home department program code for all distributions paid from SAS funds and from restricted funds.

  **Purpose:** Facilitates School-level analysis.

- **Old distributions and role ORGS.** Maintain current distributions in PennWorks for the duration of the fiscal year (July – June) and/or award allocation year (September – August). Disable distributions that ended before the current year and, as necessary, disable roles that are no longer in use. Refer to PennWorks glossary and training manual located in the PennWorks system.

  **Purpose:** Complies with University policy and facilitates School-level analysis.

- **Distribution changes and payroll reallocations.** After reallocating stipend payments in the Payroll mainframe system, via PennWorks update the role distribution(s) if the update falls within the current fiscal year, even if the distribution has ended. The role distributions are to reflect how the person was/is to be paid for the current fiscal year.

  **Purpose:** Facilitates School-level analysis.