

Information & Guidelines for Grad Fellow payments

If a Fellow student is not registered for the appropriate number of credits, an HCM Initiator should not start the process of generating a request and submitting a Fellow Setup Template form (costing information). Should this occur, a payment will be generated as P2P is not able to “hold” these types of payments.

Every Fellow student payment must have a Fellow Setup Template form filled out. There is not a bulk load process as these must be reviewed individually due to the sensitive nature of the information.

If the Fellow Setup Template form is not filled out completely, or is missing information, P2P is not able to process the request and it will be rejected. P2P will advise the HCM Initiator that a new submission must be made.

Fellow students must be set up as Suppliers in P2P in order for the payment process to occur. If a W9 is not included during the submission process by the student, it will delay the Supplier setup until P2P is able to obtain the appropriate information.

If a Fellow student is/has registered as a Supplier, banking detail must be provided. Students can make changes to banking information, but those changes must be submitted through HCM 5 business days before the next scheduled payment in order for the changes to take effect, and is subject to verification availability.

Changes to costing, funding and General Ledger (GL) information should be indicated on the Fellow Setup Template and submitted through the HCM process. The deadline for changes to be made to the next scheduled payment is 5 business days prior to the payment occurring, and must go through its sequential approval process before P2P can process the change. Please plan accordingly.

Individuals with access to department P2P dashboards will be able to see payment information that flows through P2P.

Questions from Fellows to P2P regarding payment as it relates to banking set-up, etc. will be handled by P2P. Questions from Fellows related to payment amount will be redirected back to their respective departments for assistance.