

Student Researchers Employee or Trainee Matrix

Student Research Employee (SRE)

Definition: Individuals have a defined scope of work and provide services in accordance with a work schedule and existing Rice program or sponsored project. Employees report to their supervisor (faculty or staff member). Their work and results provide a primary benefit to Rice not the employee. Employees receive payment based on the services provided to Rice and are paid for hours worked. **NOTE:** Individuals receiving payments from **Welch awards** are considered **employees**.

Type of Student	Course Registration	Classification	Form I-9	Payment Type	Account Code	Fringe Rate
Rice Student (Undergraduate)	Student must be enrolled through Esther during the academic year or upcoming academic year	Nonexempt Employee	Required	Paid by hours worked and reported on WTE; paid bi-weekly on B2 payroll through Student Job Assignment EPAF.	60810	Student
Rice Student (Graduate)	Student must be enrolled through Esther during the academic year or upcoming academic year	Nonexempt Employee	Required	Paid by hours worked and reported on WTE; paid bi-weekly on B2 payroll through Student Job Assignment EPAF.	60880	Student
Non-Rice Student	Not registered - Dean's Office must approve appointment	Nonexempt Employee	Required	Paid by hours worked and reported on WTE; paid bi-weekly on B2 payroll through PAF submitted to HR.	60870	Student

Student Research Trainee (SRT)

Definition: Individuals receive education and/or training with a focus on overall participant experience. They are assigned to a mentor, thus allowing them to interact closely with faculty and other students. Participation is the only requirement to receive payment. The payment enables them to focus on their education and/or training without the need to seek employment to cover living expenses. Individuals receive the primary benefit from the research experience (not Rice); this includes, but is not limited to - the opportunity to further education and/or training in a particular field, explore career or academic opportunities, social or professional networking, participation in presentations or lectures, etc. Refer to the Student Research Trainee Guidelines for more information. **NOTE:** Individuals receiving payments from **REU awards** and **visiting interational undergraduate researchers** are considered **trainees**.

Type of Student	Course Registration	Classification	Form I-9	Payment Type	Account Code	Fringe Rate
Rice Student	Student must be enrolled through Esther during the academic year or upcoming academic year	Non-employee	Not required	Student submits W-9 or W-8BEN through the Vendor Portal (payables.rice.edu). Department submits check request(s) to Payables.	71978	n/a
Non-Rice Student	Student must be enrolled through the Office of the Registrar in a class for credit or a "007" class which will be under the subject code of the instructor of record (student's mentor).	Non-employee	Not required	Student submits W-9 or W-8BEN through the Vendor Portal (payables.rice.edu). Department submits check request(s) to Payables.	71978	n/a