Nonservice Pay Authorization

OVERVIEW

Nonservice Pay Authorization forms authorize disbursements to individuals who are not obligated to provide services to WSU in exchange for the payments.

- University officials may not require services in exchange for nonservice disbursements.

- Recipients may not have a related employment relationship with the University while receiving nonservice payments.

- Recipients may not teach credit courses or receive WSU benefits in exchange for nonservice pay.

- Individuals with service responsibilities to the University should be appointed as University employees. Such individuals are not to receive nonservice pay for personal services provided to the University.

- Nonservice Pay Authorizations may not be used to process student scholarships. See BPPM 30.90 for departmental scholarship procedures.

Recipients

Typical recipients of nonservice pay include nonstudents with fellowships, traineeships, and internships.

Questions

Direct questions regarding nonservice pay to the appropriate dean or director.

Direct questions regarding the appropriateness of nonservice pay to the Coordinator of Operations and Records in Human Resource Services or the Director of Human Resource Services.

Direct questions regarding nonservice pay procedures to the Accounts Payable Section of the Controller’s Office.

Refer to BPPM 60.01 for information regarding personal services.

PROCESS SUMMARY

The submitting department prepares a Nonservice Pay Authorization form to establish the payment schedule.

Routing

The department routes the original to Accounts Payable and a copy to Financial Aid, and retains two copies. The originating department files one copy and gives the recipient a copy.
Nonservice Pay Authorization

Accounts Payable processes payments for fellowships, traineeships, internships, and other nonservice programs. Payments are not subject to federal withholding tax or social security tax. (The recipient may be liable for federal or state income tax on these funds.)

NONSERVICE PAY AUTHORIZATION FORM

Form Supplies

Nonservice Pay Authorization forms are available by printing or completing and printing the blank master form.

Completion Instructions

The following instruction numbers are keyed to the sample (Figure 1). Sections not described are considered self-explanatory.

Control Number and Date (1)

Enter a sequential departmental control number, which is a reference number for the documented transaction. Enter the date the form is prepared.

Name (2)

Enter the recipient's name using coding conventions in BPPM 90.75.

Address (3)

Accounts Payable mails the check to the indicated address.

Changes

If the recipient changes the mailing address, he or she must also notify the department and Accounts Payable.

Other Information (4)

Include the individual’s WSU identification number or social security number.

Indicate whether or not the individual is a U.S. citizen. If not a U.S. citizen, indicate the visa type.

Action Requested (5)

Check all actions that apply.

Begin

Authorizes nonservice payments to an individual not currently employed by WSU.

NOTE: If the nonservice pay recipient is ending a formal employment relationship with the University at the time nonservice pay begins, so specify in Comments and route a copy of this form to Payroll.

Extend

Extends or otherwise changes the period of the authorization.
## Nonservice Pay Authorization

**Revise**

Changes any of the data on the current Nonservice Pay Authorization.

**End**

Stops a Nonservice Pay Authorization before the final date of the authorization.

NOTE: If the nonservice pay recipient is beginning a formal employment relationship with the University at the time nonservice pay ends, so specify in **Comments** and route a copy of this form to Payroll.

**Other**

Specify any other communication or action requested in the **Comments** block.

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**Figure 1**

<table>
<thead>
<tr>
<th>DEPARTMENT CONTROL NUMBER</th>
<th>DATE PREPARED</th>
<th>ACTION REQUESTED:</th>
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</thead>
<tbody>
<tr>
<td>1234</td>
<td>10/5/07</td>
<td>BEGIN</td>
</tr>
</tbody>
</table>

**NAME OF RECIPIENT**

Smith, Joe A.

**STREET ADDRESS OR PO BOX**

PO Box 345

**CITY**

Pullman

**STATE ZIP CODE**

WA 99164

**DATE AUTHORIZED**

11/01/07 - 10/31/08

**AMOUNT AUTHORIZED**

$12,000

**DEPARTMENT**

Research Services

**WSU ORG NO.**

5678

**MAIL CODE**

1234

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**DISBURSEMENT PLAN**

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<th>ACCOUNT NAME</th>
<th>ACCOUNT CODE</th>
<th>STIPEND AMOUNT</th>
<th>OTHER:</th>
<th>AMOUNT</th>
<th>TOTAL AMOUNT DISBURSED PERIOD</th>
<th>DISBURSEMENT DATE</th>
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</table>

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**SIGNATURES**

- The undersigned recipient hereby certifies that he or she understands that the requested nonservice pay does not obligate the recipient to provide services to the University or to University-affiliated organizations in the past, in the future, or at present.
- The undersigned administrator(s) hereby certify that they have reviewed the form and the attachments and have determined that no services are required of the recipient by the University.

**DATE**

11/01/07

**TELEPHONE**

5-1234

**E-MAIL ADDRESS**

Sam Jones
Nonservice Pay Authorization

Dates Authorized (6) Specify the dates of this authorization. Prepare a separate form for each year if the fellowship, internship, or traineeship is for more than one year.

Amount Authorized (7) Indicate the amount authorized for the specified period.

Organization Information (8) Specify the department administratively responsible for the program. If the recipient is a WSU employee, also indicate his or her employing department.

Include the WSU organization number under WSUORG No. See BPPM 10.05 for a description of WSUORG.

Include the mail code of the responsible department.

Disbursement Plan (9) Prepare a disbursement plan for the period. Include the account code, the amounts to be disbursed, the disbursement period, and disbursement dates.

Actual Expense If the amount authorized is for actual expenses incurred by the recipient, e.g., books, indicate "actual" on the form and submit receipts.

Limits Specify any limits on the expenditure.

Disbursement Date The disbursement date is the first working day of the month. This may be a prepayment or a payment for the previous month.

A department may set another disbursement date only if there is a compelling reason. A different disbursement date requires extra effort for the Controller's staff. The department is to obtain advance approval from Accounts Payable if a different disbursement date is required.

Contact Employee (10) Specify someone who can answer questions about the action including a telephone number and e-mail address (if available).

Authorization (11) Obtain the signature of the recipient of the disbursement.

Obtain the signature of an official with expenditure authority for the supporting account(s) as the approving administrator. See BPPM 70.02 for a description of expenditure authority.

Departments and colleges may require that chairs, deans, or directors approve Nonservice Pay Authorizations. This is not a University requirement.
Nonservice Pay Authorization

DISBURSEMENT
Submit the Nonservice Pay Authorization to Accounts Payable by the 15th of the month for a first-of-the-month disbursement.

Disbursement Plan Changes
If the disbursement plan changes, the originating department prepares and submits a revised Nonservice Pay Authorization.

Series of Payments
If there is a series of payments to be made to a recipient, Accounts Payable schedules the payments in accordance with the plan indicated on the Nonservice Pay Authorization.

NOTE: Immediately notify Accounts Payable if disbursements are to be discontinued prior to the date indicated on the spending plan. If Accounts Payable makes payments that should not be made due to lack of notification, the department is responsible for recovery of the improper payments.

Holding a Check
Departments may request that a check be held and not mailed to the recipient. In such cases, a departmental representative picks up the check in the Controller's Office. This may be necessary if there is a need to process the check in some special way for the recipient. Holding checks requires extra effort by the Controller's staff and should be requested only when necessary.