STUDENT PAYMENT DETERMINATION FLOW CHART
Scholarships, Grants, Reimbursements and Payroll

This flowchart applies only to students who are enrolled at WSU
(If the student is not currently enrolled and not an employee, complete the Non Service Pay Form)

WSU wants to make a payment to student

Is student currently a student employee?

NO

Is student receiving compensation for services past, present or future?

NO

Does WSU have control by directing or supervising the activity student?

YES

Does WSU determine activity based on WSU needs? Or would WSU pay another person to perform the service?

YES

Does WSU benefit primarily from the activity?

YES

This is employee compensation. Process through Payroll Services.

NO

Is student requesting reimbursement or travel advance?

YES

Is the reimbursement or travel advance primarily for the benefit of the student’s education and not for university business?

YES

Funding is considered to be a Scholarship/Grant/Tuition Waiver and will be included as an educational resource for financial aid purposes

NO

Treat as a Business Expense and process through Accounts Payable Office

NO

Is payment for services performed?

YES

NO

Is student employee requesting reimbursement for expenses or travel

YES

NO

Is student currently a student employee?

YES

NO

Does WSU benefit primarily from the activity?

YES

This is employee compensation. Process through Payroll Services.

NO

Does WSU have control by directing or supervising the activity student?

YES

Does WSU determine activity based on WSU needs? Or would WSU pay another person to perform the service?

YES

Does WSU benefit primarily from the activity?

YES

This is employee compensation. Process through Payroll Services.

NO

Is student requesting reimbursement or travel advance?

YES

Is the reimbursement or travel advance primarily for the benefit of the student’s education and not for university business?

YES

Funding is considered to be a Scholarship/Grant/Tuition Waiver and will be included as an educational resource for financial aid purposes

NO

Treat as a Business Expense and process through Accounts Payable Office

NO

Is payment for services performed?

YES

NO

Is student currently a student employee?

YES

NO

Does WSU have control by directing or supervising the activity student?

YES

Does WSU determine activity based on WSU needs? Or would WSU pay another person to perform the service?

YES

Does WSU benefit primarily from the activity?

YES

This is employee compensation. Process through Payroll Services.

NO

Is student requesting reimbursement or travel advance?

YES

Is the reimbursement or travel advance primarily for the benefit of the student’s education and not for university business?

YES

Funding is considered to be a Scholarship/Grant/Tuition Waiver and will be included as an educational resource for financial aid purposes

NO

Treat as a Business Expense and process through Accounts Payable Office

NO

Is payment for services performed?

YES

NO

Is student currently a student employee?

YES

NO

Does WSU have control by directing or supervising the activity student?

YES

Does WSU determine activity based on WSU needs? Or would WSU pay another person to perform the service?

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Does WSU benefit primarily from the activity?

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This is employee compensation. Process through Payroll Services.

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Is student requesting reimbursement or travel advance?

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Is the reimbursement or travel advance primarily for the benefit of the student’s education and not for university business?

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Funding is considered to be a Scholarship/Grant/Tuition Waiver and will be included as an educational resource for financial aid purposes

NO

Treat as a Business Expense and process through Accounts Payable Office

NO