



## Job Aid for Making Service vs Non-Service Payment Determination

This job aid is intended to assist departments in making an accurate determination about whether a payment made to an individual qualifies as service related or non-service related income, also known as employment or fellowship payments.

Use and retain this form in the individual's personnel file to document the determination made. This form can be completed multiple times if there are multiple sources of payments for an individual, or it can be completed once for a group of recipients with the same source of payment. This job aid does not apply when there are one-time lump sum scholarship payments which must be paid via payroll on the Fellow SA002 (SA1) or Scholar SA010 (SA1) titles, due to the recipient's tax status as a nonresident alien.

**Service Related Income:** Employment payment, compensation for work performed in service to the university. Income is contingent upon an activity or employee position (e.g. Project Assistant, Research Associate, Teaching Assistant, etc.).

**Non-service Related Income:** Income with no work requirement; related to a non-service appointment (e.g. Fellow, Scholar, Trainee). Payment of the funds is not dependent on work or service to the university performed by the recipient.

### Section A

- Recipient is not an H1B visa holder (The H1B is an employment visa and requires the visa holder to maintain employment with their visa sponsor, H1B visa holders cannot have non-service appointments).

Recipient Name \_\_\_\_\_ UDDS#/Div Name \_\_\_\_\_

Employee ID (if available) \_\_\_\_\_ Hire Date \_\_\_\_\_

Funding Source Name \_\_\_\_\_ Award ID (e.g., MSN123456) \_\_\_\_\_

Grant Administrator \_\_\_\_\_ Payroll Coordinator \_\_\_\_\_

Division Human Resources *print name* \_\_\_\_\_ Phone \_\_\_\_\_

Division Human Resources *signature* \_\_\_\_\_ Date \_\_\_\_\_

## Section B

Are the payments going to be made under one of the following types of sponsored programs?

Established fellowship programs:

- The National Research Service Award (NRSA) individual fellowship or training program such as F31, F32 or T32 programs of NIH, AHRQ, HRSA)
- The National Health Service Corps Scholarship Program
- The Armed Forces Health Professions Scholarship and Financial Assistance program
- American Heart Association Predoctoral Fellowship

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- American Heart Association Postdoctoral Fellowship
- National Science Foundation Research Traineeship (NRT) Program
- National Science Foundation Graduate Research Fellowship Program

Other established fellowship program at a division, school or college: see list here [insert link(s) ]

- OVCGRE external fellowships
- L&S approved fellowship

*(Note that this list is illustrative, not all inclusive. There are other programs that support fellowships.)*

**If yes to this question**, the payments should be treated as a fellowship. **If no**, continue to Section C.

## Section C

Is the individual going to be hired as personnel to work on an extramurally-sponsored agreement such as:

- National Institute of Health research grants, for example: Research Project Grant (R01),
- Exploratory/Developmental Research Grant Award (R21)
- Federal Contract

*(Note that this list is illustrative, not all inclusive. There are many federal and nonfederal sponsored programs under which individuals may be hired as employees.)*

**If yes**, the payments should be treated as employment wages. **If no**, continue to Section D.

## Section D

### Employee Fellow

		Employee	Fellow
1.	Is the individual required to perform past, current or future service for UW-Madison as a condition of receiving the payment (such as research, public service or teaching)?	Yes	No
2.	Is the payment that is made to the individual charged to an agreement under which UW-Madison has agreed to perform specific research or other UW-Madison contractual obligations?	Yes	No
3.	Does the funding source prohibit the payment of fellowships with the funds <b>or</b> require that payments to individuals be for compensation for personal services?	Yes	No

**If any answer is yes**, the payment should be treated as employment wages. **If no answer is yes**, continue to Section E.

Section E		Employee Fellow	
<b>1.</b>	Do the individual's activities primarily (a) benefit UW-Madison; or (b) further the individual's own training and skill development?	_____ (a)	_____ (b)
<b>2.</b>	Are the areas of the individual's projects primarily (a) determined solely by an advisor or supervisor with no discretion by the individual; or (b) determined in consultation between the individual and the individual's faculty advisor and/or faculty mentor?	_____ (a)	_____ (b)
<b>3.</b>	Does the individual serve primarily as a replacement or substitute for an employee, such as a laboratory technician?	_____ Yes	_____ No
<b>4.</b>	Is the individual required to primarily perform his/her activities according to certain planned time schedules, e.g., a specified number of hours a day or week and a specified number of weeks during the year?	_____ Yes	_____ No
<b>5.</b>	Is the individual subject to the same, or higher, level and type of supervision over the conduct of his/her activities as a UW-Madison teaching, research, or similar graduate assistant employee?	_____ Yes	_____ No
<p><b>If three or more of the fellow boxes are marked, the payment should be treated as a fellowship.</b>  <b>If fewer than three fellow boxes are marked, the payment should be treated as employment wages.</b></p>			

Section F – DETERMINATION																			
	<p>____ <b>Non-Service (Fellow/Fellowship)</b></p> <p>A. Indicate which title/appointment will be used, from this list of required titles:  <b>Post Degree Training titles (ET)</b> - see <a href="#">Standard Job Descriptions</a></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Title</th> <th>Title Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Grad Intern/Trainee</td> <td>PD001 (ET4)</td> </tr> <tr> <td><input type="checkbox"/> Postdoctoral Fellow</td> <td>PD003 (ET2)</td> </tr> <tr> <td><input type="checkbox"/> Postdoctoral Trainee</td> <td>PD004 (ET2)</td> </tr> </tbody> </table> <p><b>Student Assistant/Pre-Doctoral titles (SA)</b> - see <a href="#">Standard Job Descriptions</a></p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 60%;">Title</th> <th>Title Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Advanced Opportunity Fellow</td> <td>SA001 (SA1)</td> </tr> <tr> <td><input type="checkbox"/> Fellow</td> <td>SA002 (SA1)</td> </tr> <tr> <td><input type="checkbox"/> Scholar</td> <td>SA010 (SA1)</td> </tr> <tr> <td><input type="checkbox"/> Trainee</td> <td>SA013 (SA1)</td> </tr> </tbody> </table> <p>For more information on Trainee Appointments: <a href="https://research.wisc.edu/kb-article/?id=34811">https://research.wisc.edu/kb-article/?id=34811</a></p> <p>And Fellowships: <a href="https://grad.wisc.edu/documents/fellowships/">https://grad.wisc.edu/documents/fellowships/</a></p>	Title	Title Code	<input type="checkbox"/> Grad Intern/Trainee	PD001 (ET4)	<input type="checkbox"/> Postdoctoral Fellow	PD003 (ET2)	<input type="checkbox"/> Postdoctoral Trainee	PD004 (ET2)	Title	Title Code	<input type="checkbox"/> Advanced Opportunity Fellow	SA001 (SA1)	<input type="checkbox"/> Fellow	SA002 (SA1)	<input type="checkbox"/> Scholar	SA010 (SA1)	<input type="checkbox"/> Trainee	SA013 (SA1)
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\_\_\_\_ **Service (Employment)**

A. For Employee (Service), use one of the other available titles not included in the list above:

**Post Degree Training titles (ET)** - see [Standard Job Descriptions](#)

Title	Title Code
<input type="checkbox"/> Intern (Non-Physician)	PD002
<input type="checkbox"/> Postgraduate Trainee 1	PD005
<input type="checkbox"/> Postgraduate Trainee 2	PD006
<input type="checkbox"/> Postgraduate Trainee 3	PD007
<input type="checkbox"/> Postgraduate Trainee 4	PD008
<input type="checkbox"/> Postgraduate Trainee 5	PD009
<input type="checkbox"/> Postgraduate Trainee 6	PD010
<input type="checkbox"/> Postgraduate Trainee 7	PD011
<input type="checkbox"/> Research Associate	PD012
<input type="checkbox"/> Research Intern	PD013

**Student Assistant/Pre-Doctoral titles (SA)** - see [Standard Job Descriptions](#)

Title	Title Code
<input type="checkbox"/> Housefellow/Resident Assistant	SA003
<input type="checkbox"/> Lecturer (SA)	SA004
<input type="checkbox"/> Program Assistant	SA005
<input type="checkbox"/> Project Assistant	SA006
<input type="checkbox"/> Program Assistant-Grader/Reader	SA007
<input type="checkbox"/> Project Assistant-Grader/Reader	SA008
<input type="checkbox"/> Research Assistant	SA009
<input type="checkbox"/> Teaching Assistant-Standard	SA011
<input type="checkbox"/> Teaching Assistant-Senior	SA012
<input type="checkbox"/> Undergraduate Assistant	SA014
<input type="checkbox"/> Undergraduate Intern	SA015

- Ask local HR for assistance if needed to determine appropriate titles

Questions regarding using this job aid may be directed to the [Office of Postdoctoral Studies](#) for Postdocs and Office of the Vice Chancellor for Graduate and Research Education Human Resources for Student Assistants.