

Fellowship Check List for Academic Departments

Processing Payments Through A/P

1. Obtain the Tax Office "Determination of Fellowship Status".
2. Submit a PaymentWorks invitation to setup a Vendor Number, if payment is NOT processed through Payroll.
3. Request the Fellow to additionally complete the "Fellowship Payment Request Verification Form" to attach to your payment request.
4. Process the Fellowship payment and attach ALL required documentation.

Your Department should be prepared with the following information so you can send your PaymentWorks invitation and processing the Fellowship payments without internal delays.

PaymentWorks Invitation:

Your Department is the responsible party to send a PaymentWorks invitation to the Vendor.

1. PaymentWorks Link: <https://www.paymentworks.com/login/saml/?idp=jhu>
2. Click the PaymentWorks "Send Invitation" button (left bottom side of the page under the search filters)
 - a. **Company or Individual Name**
 - i. This is the name of the vendor (student name)
 - b. **Contact E-Mail**
 - i. This is the vendor's (student's) email address. The invitation will be sent to this address.
 - c. **Name of Invitation Sender**
 - i. This is **your** name.
 - ii. Please provide your complete name.
 - d. **Purchasing Organization**
 - i. Choose from the drop down, "JHU or JHHS" as appropriate.
 - e. **Business Area**
 - i. Choose from the drop down 'JHU'
 - f. **Vendor Type**
 - i. Choose from the drop down, "Honorarium or Participant" (this is one drop-down)
 - g. **Description of Product/Service**
 - i. A short description of the vendor's (student's) activities that warrant the noncompensatory (fellowship) payment
 - ii. Example: Fellowship Payment– Tax Office Approved
 - h. **Anticipated Spend**
 - i. The amount you intend to spend, in USD
 1. Enter the total academic year fellowship award amount as indicated in the Tax Office determination letter
 - i. **Services Provided**
 - i. Refer to the Tax Office Determination Letter:
 1. Students who have the residency status of 'resident for US income tax purposes' you must choose the drop down option called: "Services (Within US)".
 2. Students who have the residency status of 'nonresident for US income tax purposes' you must choose the drop down option called: "Services (Outside US)".
2. Click the "Send" Button.
 - a. NOTE: Your invitation will be sent to the Johns Hopkins PaymentWorks Invitation Approver before the email invitation is sent to the Vendor (student). This will confirm you have provided all required information before the Vendor receives the emailed invitation. *Note it may take 1-2 days for the student to receive the email invitation.*
 - b. Vendor (student) status will be provided in PaymentWorks.
 - i. PaymentWorks Status Terminology Helpful Guide, <https://ssc.jhmi.edu/accountspayable/DataFiles/PaymentWorks%20VENDOR%20STATUS%20TERMINOLGY.pdf>

3. If your Vendor request shows “Approved” in PaymentWorks more than 3 business days, submit a Service Ticket.
 - a. Service Now Ticket Portal: <https://jhuprocoreprod.service-now.com/>
 - i. Choose Vendor Inquiry.
 - ii. Provide the Vendor’s (Student’s) name.
 - iii. Request assistance by clearly stating that the Vendor (Student) was “Approved” in PaymentWorks for at least 3 business and a Vendor number has not generated for this student (vendor).

Processing USD Currency Payments:

The majority of your students outside the US will fall under this process.

1. You need to process this through SAP

- a. FV60 Transaction Role in SAP
 - i. Do you have the SAP “Online Check/Payment Request” Role for processing FV60 transactions?
 - ii. If you do NOT have the role, submit a ZSR - SAP Role request or **see if another departmental colleague has this role and can assist with this process** (this may be best given time constraints)
 1. If you need to request the role, this is done through an internal SAP request
 2. It can take up to 24 hours for role approval
 - iii. Online Payment Requestor Role: ZRSC_AP_E_CHECK_REQ_ALL

2. Please follow the below instructions

- a. Departments and divisions should pay the determined amount ratably over the course of the year/term.
 - i. Monthly payments are recommended.
 - ii. Lump sum payments covering the entire year are prohibited. Generally, monthly payments should be the typical pace.
 1. Special exception lump sums for delayed retroactive Fall 2020 payments are allowable to catch up with a student’s expected fellowships payment.
 - a. The specific retroactive amount must be noted on the **Fellowship Payment Request Verification Form**
- b. Required: Post the payment to General Ledger Account 654031.
- c. Required: Post the payment to your Department Cost Center/Internal Order Number.
- d. Required: Attach documentation to corroborate the payment (e.g. acceptance letter)
- e. Required: Attach a copy of the Tax Office determination
- f. Required: Attach the completed “Fellowship Payment Request Verification Form” or provide an alternative document to confirm the Fellow’s information for processing your payment request.
 - i. This document should provide the Fellow’s (Student’s) complete name.
 - ii. This document should provide the Fellow’s (Student’s) complete address and country.
 - iii. This document should provide the Fellow’s (Student’s) Last 4 Digits of their Bank Account Number.
3. If you require status of your Payment Request, submit an Accounts Payable Service Ticket.
 - a. Service Now Ticket Portal: <https://jhuprocoreprod.service-now.com/>
 - i. Provide the Vendor’s (Student’s) name.
 - ii. Provide the SAP DOC# of your payment request (ex: 1910000000)
 - iii. Clearly provide in detail your questions and/or inquiries.
 - iv. Provide any other documentation/information you may believe will be helpful.

Processing Foreign Currency Payments

You will be informed if you need to do this as opposed to check request.

1. Process your Fellowship Payment Request through the Treasury Department.
 - a. Email: Treasury.Payments@jhu.edu
 - b. Complete the Foreign Currency Wire Request Form:
 - i. <https://apps.finance.jhu.edu/depts/ap/internal/ForeignCurrencyWireform.pdf>
 - ii. Required: Provide General Ledger Account 654031.

- iii. Required: Provide your Department Cost Center/Internal Order Number.
 - iv. Required: Provide the Foreign Currency amount.
 1. Departments and divisions should pay the determined amount ratably over the course of the year/term.
 2. Lump sum payments covering the entire year are prohibited. Generally, monthly payments should be the typical pace.
 3. Special exception lump sums for delayed retroactive Fall 2020 payments are allowable to catch up with a student's expected fellowships payment.
 - v. Required: Provide the Foreign Currency Type the Vendor's (student's) bank will accept (Ex: Euros, GBP, etc).
 - vi. Required: Provide both requesting Department signatures (Preparer & Approver).
 - c. Required: Attach documentation to corroborate the payment (e.g. acceptance letter).
 - i. India payments ONLY: Provide the reason of payment code (you can ask the Treasury Department about the correct code) within your documentation.
 - d. Required: Attach a copy of the Tax Office determination.
2. If you require status of your Payment Request, please email Treasury.Payments@jhu.edu for further assistance.

Tax Office status determination changes from SAP Payments to Payroll Payments:

This is what you will need to do when your students arrive in the US.

1. If status changes and payments are to be processed through Payroll, submit a Service Ticket to notify Accounts Payable.
 - a. Service Now Ticket Portal: <https://jhuprocureprod.service-now.com/>
 - i. Provide the Vendor's (Student's) name.
 - ii. Provide the Vendor (Student's) Number.
 - iii. Attach a copy of the Tax Office determination status change notification.
 - b. Clearly state that the Vendor Number is to be blocked for use because the Vendor (Student) will be paid through Payroll.
 - c. Contact Payroll to setup payments through Payroll.