



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 Y21NN (SA1) or Scholar Y22NN (SA1) titles, due to the recipient's tax status as a nonresident alien.

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

		Yes	No
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 or 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	
1.	Do the individual's activities primarily (a) benefit UW-Madison; or (b) further the individual's own training and skill development?	_____ (a)	_____ (b)
2.	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)
3.	Does the individual serve primarily as a replacement or substitute for an employee, such as a laboratory technician?	_____ Yes	_____ No
4.	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
5.	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>If three or more of the fellow boxes are marked, the payment should be treated as a fellowship. If fewer than three fellow boxes are marked, the payment should be treated as employment wages.</p>			

Section F – DETERMINATION																			
	<p>____ Non-Service (Fellow/Fellowship)</p> <p>A. Indicate which title/appointment will be used, from this list of required titles: Post Degree Training titles (ET) - see Title Guidelines</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Title</th> <th style="width: 50%;">Title Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Grad Intern/Trainee</td> <td>X75NN (ET4)</td> </tr> <tr> <td><input type="checkbox"/> Postdoctoral Fellow</td> <td>X10NN (ET2)</td> </tr> <tr> <td><input type="checkbox"/> Postdoctoral Trainee</td> <td>X30NN (ET2)</td> </tr> </tbody> </table> <p>Student Assistant/Pre-Doctoral titles (SA) - see Title Guidelines</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Title</th> <th style="width: 50%;">Title Code</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Advanced Opportunity Fellow</td> <td>Y26NN (SA1)</td> </tr> <tr> <td><input type="checkbox"/> Fellow</td> <td>Y21NN (SA1)</td> </tr> <tr> <td><input type="checkbox"/> Scholar</td> <td>Y22NN (SA1)</td> </tr> <tr> <td><input type="checkbox"/> Trainee</td> <td>Y23NN (SA1)</td> </tr> </tbody> </table> <p>Appointment letters should include this wording: <i>This is a non-service fellowship award. Payments are to support the individual's studies or research. The individual receiving this award is not required to perform any services in exchange for the award. Accepting this award may affect eligibility for need-based financial aid through the Office of Student Finance.</i></p>	Title	Title Code	<input type="checkbox"/> Grad Intern/Trainee	X75NN (ET4)	<input type="checkbox"/> Postdoctoral Fellow	X10NN (ET2)	<input type="checkbox"/> Postdoctoral Trainee	X30NN (ET2)	Title	Title Code	<input type="checkbox"/> Advanced Opportunity Fellow	Y26NN (SA1)	<input type="checkbox"/> Fellow	Y21NN (SA1)	<input type="checkbox"/> Scholar	Y22NN (SA1)	<input type="checkbox"/> Trainee	Y23NN (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 [Title Guidelines](#)

Title	Title Code
<input type="checkbox"/> Intern (Non-Physician)	X70NN
<input type="checkbox"/> Postgraduate Trainee 1	X61NN
<input type="checkbox"/> Postgraduate Trainee 2	X62NN
<input type="checkbox"/> Postgraduate Trainee 3	X63NN
<input type="checkbox"/> Postgraduate Trainee 4	X64NN
<input type="checkbox"/> Postgraduate Trainee 5	X65NN
<input type="checkbox"/> Postgraduate Trainee 6	X66NN
<input type="checkbox"/> Postgraduate Trainee 7	X67NN
<input type="checkbox"/> Research Associate	X01NN
<input type="checkbox"/> Research Intern	X50NN

Student Assistant/Pre-Doctoral titles (SA) - see [Title Guidelines](#)

Title	Title Code
<input type="checkbox"/> Housefellow/Resident Assistant	Y80NN
<input type="checkbox"/> Lecturer (SA)	Y30NN
<input type="checkbox"/> Program Assistant	Y42NN
<input type="checkbox"/> Project Assistant	Y43NN
<input type="checkbox"/> Program Assistant-Grader/Reader	Y42NG
<input type="checkbox"/> Project Assistant-Grader/Reader	Y43NG
<input type="checkbox"/> Research Assistant	Y41NN
<input type="checkbox"/> Teaching Assistant-Standard	Y33NN
<input type="checkbox"/> Teaching Assistant-Senior	Y33ND
<input type="checkbox"/> Undergraduate Assistant	Y51NN
<input type="checkbox"/> Undergraduate Intern	Y52NN

- 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.