**Summer 2021 – REU Payments**

**Non-WPI Students**

* **Documentation Required**
  + W9 – completed & signed
  + Direct Deposit Form – if going to pay via direct deposit
  + REU Form – will serve as invoice
    - Needs to be completed in full – including name, address, worktags, payments and **all** **Approvals**
* **Workday – Process** 
  + Supplier Request
    - Each individual must be set up as a Supplier
    - Completed & Signed W9 to be attached in Workday
    - Add Comment – “***REU – Non-WPI****”* in the Justification box
      * Procurement will set individual with Payment Terms - *Immediate*
  + Supplier Invoice Request
    - Create a Supplier Invoice Request for **each** payment based on Excel schedule
      * Use specific Invoice Dates and Invoice Numbers
      * Worktags must match what is on REU form
    - Attach completed & approved REU form as support
    - Copy Feature – use copy feature to create additional Supplier Invoice Requests
    - AP will review then approve the requests to complete the process.
  + Payments
    - Workday will automatically select the invoices based on the due date as set up on each Supplier Invoice Request
    - Payments will be generated on Tuesdays – Direct Deposit and Check
  + ***Cancelations – you must notify AP Immediately if a student discontinues in a project/session so all remaining payments can be canceled***

**Summer 2021 – REU Payments**

**WPI Students**

* **Documentation Required**
  + Direct Deposit Form – if going to pay via direct deposit (checks only processed once a week on Tuesdays)
  + REU Form – will serve as invoice
    - Needs to be completed in full – including name, address, worktags, payments and **all** **Approvals**
    - **Incomplete forms – forms will be returned and not processed.**
* **Workday – Process** 
  + All WPI employee payments are processed manually by the AP team.
  + Schedule will be created from forms received and processed according to payment terms shown on REU form

**Important Reminders**

* **Taxable payments**
  + Inform all recipients that all payments are taxable
  + 1099 MISC – tax form will be issued in January 2021 for total of payments made
* **Addresses**
  + Please make sure all addresses are correct to ensure checks and tax forms are received properly
* **Direct Deposit Forms**
  + Direct deposit forms should be sent to [Accountspayable@wpi.edu](mailto:Accountspayable@wpi.edu)
  + If someone is not comfortable with that then please contact me to arrange something or a check can be issued instead