Carbondale Campus End User Business Processes
PROCESS – Fellowship/Traineeship Award: Appointment Process

Process: Follow this process to initiate payment for a fellowship/traineeship award.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website http://eforms.siu.edu/

Actions:

Responsible Party	Action
Department	1. Completes *Notice of Fellowship/Traineeship Award,* and other required forms (see list).
Graduate student	2. Signs *Notice of Fellowship/Traineeship Award*. Completes *Personal and Professional Data* form, *W-4 form*, and *Authorization for Payroll Electronic Direct Deposit* form, and Section 1 of the *I-9 Employment Eligibility Verification* form (if applicable).
Department	3. Verifies award eligibility and completes Section 2 of the *I-9 Employment Eligibility Verification* form (if applicable). Reviews all documents for completeness and accuracy. Obtains fiscal officer approval on forms where it is required. Sends all documents through administrative channels for review and approval.
Administrative Channels	4. Approves *Notice* and forwards to Graduate School.
Graduate School	5. Determines eligibility and approves *Notice*. Modifies SIS (if applicable). Maintains one copy for Graduate School Records, if applicable, and forwards one copy to dean/director. Forwards original to Human Resources.
Dean/Director	6. Makes and distributes a copy of the *Notice* to the department. Maintains a copy for dean/director area records. Maintains a copy for vice chancellor area records.
Department	7. Copies and distributes *Notice* to student. Maintains a copy for departmental records.
Human Resources	8. If a new position, creates position in HRMS. Reviews for compliance with applicable University policies. Verifies funding requirements, rate, etc. Enters budget, person data, assignment, costing, and payroll information in HRMS. Makes and distributes copies of the *Notice of Fellowship/Traineeship Award* form to: ▪ Payroll, for verification purposes ▪ Graduate student file (original)
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in processing a fellowship or traineeship award. For more detailed information, the end user should also consult the *SIU Policies*.

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A list of the documentation required to initiate payment of a fellowship/traineeship award follows.

New Appointments:

Form/Document	Source
Notice of Fellowship/Traineeship Award	*http://eforms.siu.edu/siuforms/infor/hro6004.html*
I-9 Employment Verification form[1]	*http://www.uscis.gov/files/form/i-9.pdf*
Personal and Professional Data form	http://eforms.siu.edu/siuforms/info/hro1002.html
Employee's Withholding Allowance Certificate (W-4)	*http://eforms.siu.edu/siuforms/info/pao0101.html*
Authorization for Payroll Electronic Direct Deposit	*http://eforms.siu.edu/siuforms/info/pao0100.html*
Funds Allocation Request[2]	*http://eforms.siu.edu/siuforms/info/hro1006.html*
Statement of Selective Service Registration (Draft form)[3]	Financial Aid Office/Graduate School

Reappointments:

Form/Document	Source
Notice of Fellowship/Traineeship Award	*http://eforms.siu.edu/siuforms/infor/hro6004.html*
Funds Allocation Request[2]	*http://eforms.siu.edu/siuforms/info/hro1006.html*

[1] Required for employees only.
[2] If necessary to establish or transfer funds to support the position. Departments/approvers should keep a copy of the completed form. A copy will not be returned from Human Resources after processing.
[3] Required if a tuition scholarship accompanies the award.