**Student Work and Payment Flow:**
This Flowchart is intended as a guide to allow a user to identify the major types of student payments and direct you to the appropriate University office for assistance. PLEASE REVIEW ALL THREE PAYMENT CATEGORIES (employment, financial aid, or other) (Pages 1 & 2). Please choose the payment type that best fits your circumstances and contact the appropriate office for consultation. This chart is not all inclusive. Determination of student payment type is dependent on the facts and circumstances of each case and is ultimately determined by the appropriate office.

**Is payment for services to University?**

**YES?**

EXAMPLES MAY INCLUDE:

- Work primarily benefits the University (e.g. student receives payment for services that benefit the University).
- University’s primary purpose and intent is for the University to obtain useful results from the project.
- The work qualifies as Graduate Assistant work in the Graduate Assistant Handbook.
- Substantial conditions are attached to the payment, which exceed the incidental duties the student may perform in their role as a student.
- University determines and controls work activities.
- University employee would typically do work.
- Services performed to fulfill University’s obligation to outside entity.
- Amount of payment is based on hours worked.

If compensation is employment, then it must meet minimum compensation standards.

- Minimum wage requirements (IL minimum wage is $8.25/hr) for the number of hours/week.
- Note, you must know the hours to be worked per week – cannot be paid in a lump sum. (EXCEPTION: APPROVED GA)

**IF APPLIES**

Consult Human Resources to determine on employee classification:
GRADUATE ASSISTANT
STUDENT EMPLOYEE
EXTRA HELP
8-8311

Consult for Human Resources to discuss VOLUNTEER process.
8-8311

Contact RSP to discuss Site Agreement options for third-party employment.
8-2528

**NO?**

EXAMPLES MAY INCLUDE:

- The payment is for an activity or area in which the University does not benefit from the payment, no strings are attached, and no substantial service requirements are imposed on the student.
- The project’s primary purpose and original intent is to further the student’s education or training.
- University obtains no, or at most, only an incidental benefit.
- Tasks are performed to contribute to the development of skills needed in the student’s studies.
- Student determines activities to be performed.
- Student is selected to further his/her education or training.
Student Payment Determination Flowchart:
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