**Payment(s) to Non-Employees and Non-Contractors**

**Review and Approval Form**

Name of Student/Trainee/Researcher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PSID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Visa Status (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_(must recertify in August each new academic year)

Amount $\_\_\_\_\_\_\_\_\_\_\_\_ per ❑ month ❑ hour ❑ one-time

**Please answer all of the following questions about the individual named above.**

|  |  |  |
| --- | --- | --- |
| Is the individual part of a National Research Service Award training program? ***(If yes, this is automatically a voucher payment.)*** | No | Yes |
| If this individual is not a trainee, does a UH staff or faculty member direct their daily activities, or are the payee’s tasks and hours independent in nature? | UH-Directed | Independent |
| If training is being offered, is it similar to what would be offered in a typical educational program? | No | Yes |
| Does the work or research primarily benefit the department or the individual?  | Benefits the Department | Benefits the Individual |
| Are payments to be made in return for past, present or future services to the department or university? | Yes | No |
| Does this individual displace any regular employees or reduce the department’s need to hire additional personnel? | Yes | No |
| ***The first row, if yes, is an automatic voucher. All other rows = 1 point.******Circle the outcome with the highest points.*** | ***Payroll*** | ***Voucher*** |

I attest that the above statements are true and accurate to the best of my knowledge. Should the nature of the relationship between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Department) change, I will notify Human Resources to discuss appropriate action.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Preparer) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Department Head or P.I.) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(College or Division Business Administrator) Date