

## WDGF Fellowships in School of Education

When a student in your department has been honored with receiving a Wisconsin Distinguished Graduate fellowship, your help is needed to complete the following items. Includes Bolz, Henry, Morgridge and Thompson fellowships.

**TUITION REMISSION:** If the recipient is a non-resident for tuition purposes, each semester complete a Remission Authorization Form. The form and instructions are posted on the Bursar's web site, <http://www.bussvc.wisc.edu/bursar/remismnu.html>. Click on "Uploading the Form to the Bursar's Office Secure Website" for submission instructions.

**TUITION DEFERRAL:** Each semester, complete an "Internal Third Party Authorization Form." The form and instructions are posted on the Bursar's web site, <http://www.bussvc.wisc.edu/bursar/dept3rd.html>. Click on Instructions "Uploading the Form to the Bursar's Office Secure Website" for submission instructions.

**TUITION DEFERRAL INVOICES:** You will receive a tuition invoice 4-6 weeks after the semester starts. Verify student information and tuition amount. To pay the invoice, complete the Inter-Departmental Billing Form for Third Party Student Tuition Payments posted on the Bursar's web site <http://www.bussvc.wisc.edu/bursar/dept3rd.html>.

Provide the project IDs as indicated in the attached list, using account code 5713 and program code 9. Split the expense equally between the paired project IDs. Send the completed form to Bursar's Office -TPP, 333 East Campus Mall, #10501.

**FELLOWSHIP APPOINTMENT and PAYROLL:** Appoint the student under Title Code Y21NN, Fellow and Scholars - Academic. Use funding as indicated in the attached list, 50% on each project ID.

If the recipient is a non-US citizen, see instructions at the end of this document.

**FLEX FUNDS** Per School of Education policy, approval from recipient's advisor for a professional development plan is expected before issuing the \$1,500 flex fund payment.

Complete PIR for \$1,500 to recipient. Split 50% / 50% between the two project IDs noted in the attached table. Use Account Code 5709, Program Code 4. If recipient is non-resident alien, this must be payrolled. Contact Christy Moldenhauer in the SoE Business Office for guidance.

**UWF CHECK REQUESTS:** Check requests to UW Foundation for fellowship accounts are handled by Beth Walsh in the SoE Business Office.

SUMMARY OF WDFG FELLOWSHIPS IN THE SCHOOL OF EDUCATION

WDFG Name	Fund 233 Project ID	Fund 135 Project ID
Bolz, Anne Wilkins and Robert Mayer Wis Dist Grad Fellowship	233-GM65	135-W176
Henry, Virginia Horne Distinguished Grad Fellowship #1	233-CQ10	135-W059
Henry, Virginia Horne Distinguished Grad Fellowship #2	233-CQ11	135-W060
Morgridge, Tashia F Wis Distinguished Grad Fellowship #1	233-CC48	135-W001
Morgridge, Tashia F Wis Distinguished Grad Fellowship #2	233-CL51	135-W063
Morgridge, Tashia F Wis Distinguished Grad Fellowship #3	233-CL52	135W064
Morgridge Wis Dist Grad Fellowship- Tech College Leadership	233-EZ89	135-W149
Thompson, Caroline Goss Occupational Therapy Grad Fellowship #1	233-CQ12	135-W061
Thompson, Caroline Goss Occupational Therapy Grad Fellowship #2	233-CQ13	135-W062

PAYROLL FOR NON-RESIDENT ALIENS:

Here are the instructions for paying a non-resident alien via payroll:

1. Email me the name of the person you are paying; sometimes they do come up as residents for tax purposes, and I will pass on the name to make sure that they need to set up a Glacier account versus paying them through PIR or the Bursar's Office.
2. Once we determine that they are a non-resident alien, I need you to hire them via JEMS for the month you want them to be paid – please do so on the A-basis payroll. So, if you want them to be paid on the March payroll (April 1), then you hire them March 31.
  - a. Empl Class SA1
  - b. Job Code Y22NN – Scholar
  - c. Pay Basis – Lump Sum
3. Fill out the Additional Pay Form found here: <https://uwservice.wisc.edu/docs/forms/pay-additional-pay.pdf>. Use Rate Code SF5, and make sure the form is signed before turning in.

These payments are for account codes 5709 and 5714 and are to ensure that non-resident aliens are being taxed appropriately and that the income is being reported properly. The student must have a Glacier account set up before being paid, so make sure that you are leaving enough time to get that done before payroll is processed. Allison in Central Payroll will let me know if someone has not been set up, and therefore unable to be paid on time. Contact [Christy.Moldenhauer@wisc.edu](mailto:Christy.Moldenhauer@wisc.edu) with questions.