Staff

Job Requisitions
- require Admin Services approval to be posted
- require Budget Office approval to be posted
Purpose: to be sure position is budgeted or has funding support

Hiring and Salary Approval
- Admin Services will be contacted by Case HR prior to offering position to candidate
- HR will request Admin Services approval regarding salary before offering position to candidate
Purpose: to avoid salary inequity among staff
Student Employees

All student employment requisitions should come to Admin Services before going to Student Employment

• Shows that there is budgetary approval to hire student

There are established guidelines for student employee wage rates on Student Services website

• Included are rates for students working on PhDs
• Range for student rates is $8.75-17.50
• Student Employment will contact Admin Services if anyone requests a rate out of range
Independent Contractors

All Independent Contractor requests must come through Admin Services.

Contracts must be completed before any work has been started or completed.

A new University process will soon take effect:
• All contracts will go through Procurement.
• An attorney will determine whether a description of responsibilities is that of a staff position or that of an independent contractor.
• If a description of work to be performed is determined to that of a staff position, not an Independent contractor, the individual will not be paid.
Definition of Fellowship/Assistantship

Fellowship

- A Traineeship.
- A degree candidate who receives a Fellowship from an endowment, private foundation, corporation, or federal agency for which service is not required.
- Generally an amount paid for the benefit of an individual to aid in the pursuit of study or research.
- No Service Required.
- Can have objectives or project as conditions of Fellowship.
- Taxes will not be withheld.

Assistantship

- A registered graduate student who is engaged in teaching or research and is compensated through stipend and/or tuition remission.

Source: Grants Accounting, Office of University Sponsored Project Administration, and School of Medicine Research Office in accordance with Federal Guidelines.
IRS Tax Guidelines for a Student receiving a Stipend or Fellowship who is a degree candidate. Scholarship or Fellowship can be used to pay qualified educational expenses:

**Tax-Free (qualified educational expenses):**
- Tuition
- Fees
- Books
- Supplies
- Equipment

**Taxable (expenses that do not qualify):**
- Room
- Board
- Travel
- Other Expenses not required for Enrollment

Guidelines are different for International Students. Please consult with Administrative Services.

Source: IRS
Stipend Comparison throughout Case

Annual Stipend amounts throughout Case:

SOM: $20,772
Macromolecular Science (CSE): $19,200
Psychology (CAS): $19,000
Chemistry (CAS): $19,000

***** MSASS: $18,000 *****

Physics (CAS): $17,000
Math (CAS): $15,000
Theater (CAS): $11,000
Communication Science (CAS): $8,600

NIH Stipend Allowed: $20,772

Source: Financial Offices of CAS, CSE, and SOM, and NIH.
Additional Pay for Full-Time Fellows

- Cannot be classified as both a Fellow and a Graduate Assistant (1200 class).
- Cannot be classified as both a Fellow and a Research Associate (1300 class).
- Cannot be employed in a regular, benefits eligible employee. (full or part time status on Case payroll).
- May be paid by “voucher”/Payment Request on an hourly basis, not to surpass the maximum hours allowed for students. (1400 class - student, 1500 and 1600 class - staff).
- May be both a fellow and adjunct faculty. Fellowship will take precedence, taxes will not be withheld. The student will receive a teaching fellowship and will be responsible for properly filing their taxes.
- Payment must be through appropriate payroll mechanisms: “voucher”/Payment Request - No Invoicing.
- Students on Federal Grants may not receive any additional pay!
- Student may be on payroll and receive special Fellowship that is not a full-time award, i.e., foundation fellowship for books.

Source: University Controller’s Office, Human Resources, and Office of Sponsored Project Administration.
Final Comments

Please contact Administrative Services before hiring or making commitments to staff, student, independent contractor, or temporary staff.

Primary Contacts:
- Human Resources/Payroll Coordinator
  Delores Mathews-Campbell
- Research and Training Manager
  Richard Cole
- Assistant Dean Finance and Administration
  Karen Powers