Student Payment Guidance

Decision Tree

Information: This decision tree is designed to help departments determine the most accurate method for processing a payment to a student. Reach out to stl-tax@fsu.edu with any questions, or to discuss payments that this tree does not seem to resolve.

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I need to process a payment

• Yes
• No

Is the payment for an academic job held by a student which involves pay for services rendered?

• Yes
• No

Payment is for time worked and is considered compensation. Compensation is processed through the employees' ESF and disbursed by Payroll Services.

Is the payment for a scholarship, fellowship, grant, or waiver?

• Yes
• No

Is the payment for a human subject who participates in research by being the target of observation, intervention or intervention by researchers? Such payments must have the approval of Sponsoring Research Administration or FSU Research Inovation.

Is the payment for a Research Participant and is processed via Accounts Payable using the #50 in OMNI?

• Yes
• No

Nonresident Alien Payments for being a research participant are processed through Payroll Services using the Payroll MBA Payment Request form.

Payment is for being a Research Participant and is processed via Accounts Payable using the #50 in OMNI.

Is the payment for a prize or an award where ANY of the below apply:

• Eligibility to participate in the contest or drawing is restricted to students.
• The contest is required to use the prize for educational purposes.
• The contest or drawing is related to the student's university course or degree program.
• The prize can be used for educational purposes or to pay for expenses included in the student's cost of attendance.

The Prize/Award payment is a scholarship.

All prizes/awards funded by FSU Foundation funds are processed through the FSU/OMNI and Financial Aid is notified when the Foundation approves the awards.

All prizes/awards not processed through FSU/OMNI are processed through Financial Aid and disbursed through Student Business Services using the Departmental Student Payments form.

Payment is a qualified scholarship and is processed per the below.

• All scholarships funded by FSU Foundation funds are processed through the FSU/OMNI system and Financial Aid is notified when the Foundation approves the awards.
• All scholarships not processed through FSU/OMNI or that are funded by university departments, including sponsored projects, are processed through Financial Aid and disbursed through Student Business Services using the Departmental Student Payments form.
• All waivers are processed by Student Business Services using the applicable waiver application form or by the Graduate School using the Graduate Waiver sub-system.
• Assistants to Nonresident Alien for qualified expenses are processed by Student Business Services and any wages is reported to Payroll Services.

Payment is a nonqualified scholarship and is processed per the below.

Please contact stl-tax@fsu.edu