

PaymentWorks Invite vs SRI – Students

The chart below includes an overview of when to send a PaymentWorks invitation to a student vs when to submit a Student Reimbursement Information Form.

Student vendor set up via PaymentWorks		Student profile setup via Student Reimbursement Information Form (SRIF)	
Payment to be processed via Non PO Voucher		Payment to be processed via Expense Report	
UTEP Student (employee or non-employee) Payment	Non-UTEP Student Payment	UTEP Student Non-Employee	UTEP Student Employee
A UTEP student who requires payment for any of the following: - Participant Stipend Payments - Student Government Association (SGA) allocations - CASS payments - SNOA Rejections Processing Steps: 1) Admin must send PaymentWorks registration invitation to student. 2) Student completes the registration in PaymentWorks. 3) Once registration is approved, a PeopleSoft Vendor ID will be assigned. 4) A Non-PO Voucher will be used to process a payment.	A non-UTEP student (a student from other universities, a high school students, and etc.) who needs to receive funds for participant support payments or business related expenses. Processing Steps: 1) Admin must send PaymentWorks registration invitation to student. 2) Student completes the registration in PaymentWorks. 3) Once registration is approved, a PeopleSoft Supplier ID will be assigned. 4) A Non-PO Voucher will be used to process a payment.	A UTEP student that is not an active student employee but needs to receive reimbursement for any business related expenses, including but not limited to: - Travel Expenses - Conference Expenses - Food Expenses - Supply Expenses - Abstract Fee Expenses - Research Expenses - School Project Expenses - Organization Expenses - Membership Fee Expenses - Exam Fee Expenses Processing Steps: 1) Admin needs to submit a completed <u>Student Reimbursement Information Form</u>. 2) Once processed, the Admin will be notified and will be able to create/submit the Expense Report to reimburse student. 3) For inactive student profiles, please contact travel@utep.edu for further assistance.	A UTEP student, who is also an active student employee and needs to receive reimbursement for any business related expenses, including but not limited to: - Travel Expenses - Conference Expenses - Food Expenses - Supply Expenses - Abstract Fee Expenses - Research Expenses - School Project Expenses - Organization Expenses - Membership Fee Expenses - Exam Fee Expenses Processing Steps: Admin needs to create/submit Expense Report to reimburse student. SRIF is not required for student employees.