

# Stipend Payment - Quick Reference for Administrators

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## Verify Student Demographic Data

- **Local Address (LO) – Required for all students on Virgil.**
    - Blank local address field in SIS defaults to 210 Kent check pick-up
  - **Permanent Address (PM)** – International students must enter international address.
  - **VISA Code** – Must be populated (contact ISSO if missing)
    - Payroll determines taxation based on VISA Code and Tax Treaty Benefits:  
<https://humanresources.columbia.edu/content/tax-treaty-benefits>
  - **SSNs** – (not required but work with ISSO if missing)
    - Stipends issued before the student obtains SSN will be assigned a dummy SSN
    - Once student receives their SSN, they can update in Virgil
    - SSN's beginning with the number 9 will be rejected by the stipend program
  - **Administrators** should confirm demographic data prior to stipend disbursement and inform student if direct deposit is not set-up, a paper check will be issued
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## Confirm Direct Deposit Enrollment (SSOL)

- Inform students UNI activation is required to access student accounts
  - Students must log into SSOL to set up direct deposit and authorize payers
    - Emphasize accuracy of bank account/routing numbers, and adherence to setup timelines.
  - International Students
    - Continuing International Students (already in payroll from prior stipend receipt)
      - Can set-up direct deposit at any time in SSOL and in PAC at  
<https://www.my.columbia.edu/>
    - New International Students (not yet in payroll)
      - Students with a stipend award disbursed in SIS by Friday of the prior week can set-up direct deposit during the **Monday – Tuesday (by 12 pm) window** to receive funds via direct deposit.
      - Missing this window will result in paper check being issued.
    - Payroll generates stipend payments once a week. Administrators should ensure stipend awards are disbursed in SIS by Friday for students to be included in the direct deposit run the following week.
  - Domestic Students
    - Accounts Payable generates stipend payments three times a week
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## **Double-Check Stipend Award Payment Code Set-up**

- Budgets must be entered by School Business Officers (SBOs) with at least \$0 or \$1 entry at the start of every fiscal year to activate the stipend award project
  - SIS fund code and chart string must be active in SIS & ARC
  - GG and PG Projects used for stipend disbursement must be approved by RPIC before the setup is completed on SIS. SFS Accounting will communicate approval status.
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## **Note Stipend Disbursement Timeline** starts after stipend award recorded on SIS

- **1SAP** = Domestic Student Paper Check (7-10 business days)
  - **1SDP** = Domestic Student Direct Deposit (3-5 business days)
  - **1SPY** = International Student Paper Check (10-14 business days)
  - **1SDY** = International Student Direct Deposit business (7-10 business days)
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## **Handle Lost or Incorrect Payments**

- For lost and non-received Stipend checks: Please inform students to set up direct deposit before requesting a cancellation/reissue for the replacement stipend via SFS Payments and Deposits (P&D).
  - For closed/incorrect Bank accounts: Students must ensure banking information has been properly updated, before requesting the reissuance of the pending stipend via SFS Payments and Deposits (P&D).
  - Reissue is processed within **5-7 business days** once P&D has confirmed the original check has not been negotiated.
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## **Expect Student Notifications**

- Student will receive an automated email from the SIS system regarding stipend issuance
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## **Contact Information and Links**

- Payments & Deposits: [cashier@columbia.edu](mailto:cashier@columbia.edu)
- SFS Accounting: [sfsaccounting@columbia.edu](mailto:sfsaccounting@columbia.edu)
- Summer Stipends: [Summerstipends@columbia.edu](mailto:Summerstipends@columbia.edu)
- Stipend FAQs:
  - <https://sfs.columbia.edu/content/frequently-asked-questions-about-stipends>