Recording Payment to Participants

Objective: To record participant payments on the HSP Payment Log in myUFL.

Research participants must be registered in the Human Subject Payments module before payments can be recorded. For step-by-step instructions for registering participants, please refer to the instruction guide titled, "Registering Participants."

Note: To perform this process, you must have the following myUFL security role: **UF_FI_HSP_PAYMENT_PROCESSOR**

Accessing the HSP Payment Log

To access the HSP Payment Log, perform the following steps:

1. Click the **Menu** icon.
2. Navigate to **Main Menu > Financials > UF Human Subject Payments > Payment Log**. The HSP Payment Log search page displays.
3. Use the **Search by** feature to locate the study for which payments will be disbursed. You can search by:
    - HSP Request ID
    - Study PI ID
    - IRB Number

Verifying Participant Information

Before recording a payment to a participant, the best practice is to verify the individual's demographic information as it's recorded in the system. To do this, perform the following steps:

1. From the Research Participant Payment Log, locate the participant for whom funds will be disbursed and then click the **Update Participant Info** button.
2. Verify the demographic information and update information as needed.
3. Click **Save**. If no updates are needed, click **Cancel**.

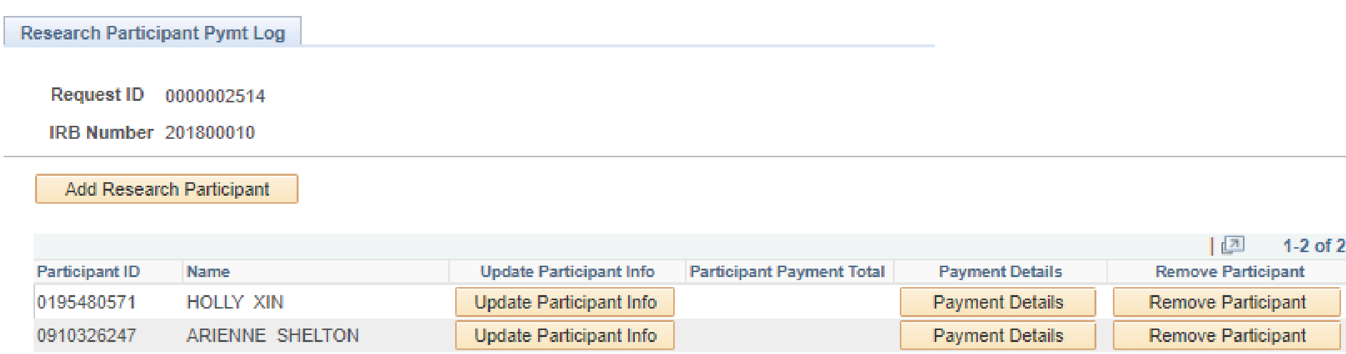

Figure 1: Research Participant Payment Log

Recording a Payment

To record a research participant payment, perform the following steps:

1. In the HSP Payment Log, click the **Payment Details** button.
2. If a payment has already been provided to the participant, click the button to add a new row.
3. Enter the payment details. The fields required vary depending on the type of payment.
    a) Select the **Payment Type**.
    b) Select the **Vendor**.
    c) Select the **Card Number**, if needed. The Card Number field displays the range of valid card numbers that can be selected.
    d) Enter the **Receipt Number**, if needed.
    e) Click the **Calendar** icon and enter the current date. Do not backdate or future date payments as this can cause errors or delay participant payments.
    f) Enter the **Payment Amount**, if needed.
    g) If the payment is not taxable, clear the **Taxable Payment** check box. **Please note**: Research stipend payments are taxable income. The only non-taxable payments are travel reimbursements for which you have receipts or documentation for calculated per diem.

Payment Type	Vendor	Card Number	Check Number	Receipt Number	Payment Date	Payment Amount	Taxable Payment
Prepaid Debit Card	Bank of America	0414202001			04/14/2020	25.000	✓

Figure 2: Research Participant Payment Log - Payment Details

4. If you need to record another payment to the same individual, click the **Add a New Row** button ( ) and then repeat step 3.
5. When you're finished entering payments for the participant, click **OK**. The payments are recorded.