Recording Payment to Participants

Research participant 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
   - IRB Number
   - Study PI ID

**Verifying Participant Information**

Before recording a payment to a participant, it’s a good idea 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. Enter the updated information and click **Save.** If no updates are needed, click **Cancel.**

![Figure 1: Research Participant Payment Log](image)
Recording a Payment

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

1. Click the Payment Details button.

2. If a payment has already been provided to the participant, click the Add a New Row button.

3. Enter the payment details. The fields required vary depending on the type of payment.
   a) Select the Payment Type.
   b) Select the Vendor, if needed. Please note: Citibank is the official provider of the UF Prepaid Debit Card.
   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 Check Number, if needed.
   e) Enter the Receipt Number, if needed.
   f) Click the Calendar icon and then click the payment date.
   g) Enter the Payment Amount, if needed.
   h) If the payment is not taxable, clear the Taxable Payment check box. Please note: The only non-taxable payments are travel reimbursements for which you have receipts or documentation for calculated per diem.

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 payment(s) is recorded.