Recording Payments to Participants

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

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

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

ACCESSING THE RPP PAYMENT LOG

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

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

VERIFYING PARTICIPANT INFORMATION

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 participant's information is correct, and update if needed.

   - A physical address is mandatory for UF Focus Blue payments.

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 RPP 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** for gift cards or Focus Blue Visa Debit Cards. The Card Number field displays the range of valid card numbers that can be selected.

   d) Enter the **Receipt Number** for cash payment types.

   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**.

   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.