How to Process Support Payments

What type of Support Payment are you making?

- Employment Support
- Internship Support (UW and Non-UW Internships)

Payroll Process
(See Note 1)

Must be Paid Through Payroll
- Internships are considered employment positions and therefore must be paid through the Payroll system.
- Payments made to interns whether in the form of cash (salary, hourly rate, etc.) or support (in lieu of cash), using university funds for off or on-Campus internship positions must be payrolled
- Support payments (housing, transportation, etc.) to interns are considered by the Internal Revenue Service (IRS) to be income payments in lieu of cash (salary, hourly rate, etc.). See UW Madison Unclassified Title Guideline (http://www.ohr.wisc.edu/polproced/utg/EITitles.html) under the Intern (Non-Physician) header.
- Support payments to interns should not be recorded under any 57xx account code because the 57xx account code series are scholarships/fellowships, including support, for students in their role as students not any employment position. For internships, like other Payroll positions, the support payment is support for what is considered by the IRS to be a paid employment position (internship) therefore it must be processed through Payroll as income to the intern.

Scholarship Support to UW Students related to their study or research. (U.S. Residents)
Use Account Code 5709

Is the Student currently on Payroll?
Yes
- Payroll Process
(See Note 1)
No
- Pay via Payment to Individual Report (PIR)

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Notes

1. For processing employment support payments through Payroll process contact your Divisional Payroll Office.
2. For processing payments though a Payment to Individual Report (PIR) see Accounting Services Policy 101 (Payments to Individuals) at http://www.bussvc.wisc.edu/acct/policy/pir/pirpol.html.