Student Payment Summary Guide

If your student ...	Examples	Process	Account Code	Form location
College	Library Assistant, Dining Assistant, Research Assistant	Hire the student through Workday and s/he will be paid biweekly. Student will enter their hours within Workday.	5310 – Regular Hours 5315 – Overtime Hours *Note: Workday automatically assigned to applicable account code.	http://studentemployment.bowdoin.edu
Receives a one-time award or prize to honor his/her achievement	Departmental prize recipient	Pay the student through Accounts Payable, using a voucher form or award letter	6534 – Prizes/Awards	http://www.bowdoin.edu/controller/pdf/apvoucher1.pdf
Has been awarded funds (often called a "fellowship") to conduct a project for his or her personal educational benefit.	Student Research Fellowships	Pay the student through Accounts Payable, using the Student Fellowship Award voucher form	6537 – Summer Fellowship 6536 – Academic Fellowship	Contact the Center for Co-Curricular Opportunities for appropriate award voucher.
Has been awarded Bowdoin funds for career exploration purposes. (S/he may coincidentally be providing a service to an outside organization, but the funding is paid to the student.)	Preston Public Interest Career Fund, Annual Fund Career Readiness	Pay the student through Accounts Payable, using the Student Fellowship Award voucher form	6537 – Summer Fellowship 6536 – Academic Fellowship	Contact the Center for Co-Curricular Opportunities for appropriate award voucher.
Is performing a service that is comparable to that of an independent contractor hired by the College. (i.e., entertainers hired to perform at a specific event, authors hired to write a specific article for the Bowdoin magazine, etc.)	Entertainer hired to perform at a specific event, Authors hired to write a specific article for the Bowdoin Magazine	Pay the student through Accounts Payable, using a voucher form (with supporting documentation) or invoice.	5650 – Contracted Services-Labor	http://www.bowdoin.edu/controller/pdf/apvoucher1.pdf