



Fellowships are awarded to graduate students who meet the academic criteria. For additional information click [here](#). For questions pertaining to fellowship specifics, please contact the Graduate School at grad.fellowships@email.uky.edu

Prepping for Entry

- It is strongly advised to have fellowship students **obtain an I-9**. I-9 appointments can be scheduled [here](#). The I-9 helps establish residence status, which can have taxation implications (see page 2 for additional tax details). The I-9 also ensures all required information is available for the SAP entry (SSN, DOB, Phone number, Address, Gender, Race, Ethnicity, Veteran Status, etc).
- Check PPOSE to see if the department has a Fellowship (biweekly exempt) position number available. If you do not have a position number, please complete a [Position Request Form](#)
Pro Tip – The [PPOSE Video Tutorial](#) may be helpful.

SAP Entry

- When entering the fellowship student in SAP (transaction **PA40**), you will need to enter 0 pay and save the basic pay screen (**8**). Then proceed through the rest of the action.
- If the student will be receiving payment for the fellowship, please enter a recurring payment on **screen 14** (via transaction **PA30**). Note: Please do not use the 15 screen for BW Fellowships-even if it is a one time).
 - Start date (beginning of BW pay period) AND end date (last day of a BW pay period),
 - Wage type is **2000** for those which will receive benefits, such as the Student Health Plan.
 - Wage type **2010** is for students who do not receive the Student Health Plan
 - Enter the amount the student is to receive each biweekly pay period.
 - Select the Maintain Cost Assignment icon, enter the cost center, and click on the Transfer button.
- Save
- Utilize transaction **zhr_par** to create the **ZPAR** and email it to agbusinesscenter@uky.edu, for processing, with copy of offer letter, I-9, and any other applicable documentation.





Pro Tip - Remember to process a Separation/End of Additional Assignment action when the Fellowship ends.

Note about Taxes

While U.S. Citizens may not be taxed for fellowships, fellowships paid to non-residents who have not met the Substantial Presence Test can be subject to taxes. Once the fellowship is entered in SAP and it is determined they are not a U.S. citizen, Payroll will send a Tax Determination questionnaire via email and it is important the non-resident responds and provides payroll with their Visa paperwork.

- Visa records are kept on file on infotype 48 on the UK Payroll Data tab in SAP. If you see a green check mark next to Residence Status (0048), then Payroll has the documents on file.
- If you see 1042 wages on the remuneration, this shows the non-residents are paying taxes

For specific tax questions please contact [Payroll Services](#).