

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

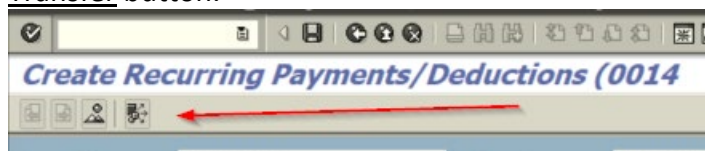
- It is strongly advised to have fellowship students **obtain an I-9**. I-9 appointments can be scheduled [here](#). The I-9 helps establish residence status, which can have taxation implications (see page 2 for additional tax details). The I-9 also ensures all required information is available for the SAP entry (SSN, DOB, Phone number, Address, Gender, Race, Ethnicity, Veteran Status, etc.). Please be aware that as with all I9 appointments, a PES should be initiated, via the IES system, prior to scheduling.
- 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 an **FTE** of 0.07% on the Planned Work Time (7) screen 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](#).