

Guidelines on Processing Payments to University of Portland Students

University of Portland staff/faculty should use this document to determine which student payment method is appropriate for students who are employees, researchers, interns, performers, student activity members, and volunteers here on campus.

Payment to a student for work performed = Student Employment

The process of hiring student employees is handled through the HireTouch Student Job Board and hiring proposals. Student employees cannot begin working in a position until the Student Employment Coordinator sends a confirmation email to the supervisor and the student employee. The Student Job Board can be found on the Student Employment Website.

It is critical that all student employees accurately track their hours in the electronic Web Time Entry system in Self Serve. All student employees are paid hourly through the payroll office on a biweekly payroll schedule. The payroll schedule is posted here: [Payroll Schedules](#)

Payment to a student as a volunteer or intern, not for work performed

Students who are involved in a volunteer or internship-like experience can receive stipend payments to help defray the reasonable costs of expenses incurred for the duration of the position. These positions must meet the following criteria:

- The position is strictly for the student's benefit of achieving an experience closely tied to the student's educational degree or taking part in a student-driven experience.
- The University receives no direct advantage from the student's activities; on occasion University operations may actually be impeded.
- The student does not displace a regular employee. There is no employee-employer relationship; rather the student engages in the experience under the guidance of a staff or faculty member.
- Payment must not be contingent upon quality or quantity of participation but given as assistance to defray the reasonable costs of expenses the student incurs during the volunteer or internship-like position.
- The University and the student understands that the student is not entitled to wages for the time spent in the experience.

These positions must first be approved by the Human Resources office before payment can be promised to a student. A Student Volunteer Stipend Application can be found here: [Volunteer Stipend Application](#). Once approved, the student can begin the stipend position. Payments will be made through Accounts Payable around the 15th of each month for the duration of the experience. Students will not see these payments on a payroll check. The funds may be considered taxable to the recipient but are not reported as taxable income by the University on a Form W2.

Student Eligibility: To be eligible for a student stipend position, a student must be admitted to a University of Portland degree or certificate program and registered at least half time (6 credits for undergraduates; 5 credit hours for graduates). The only exception to this enrollment requirement is during the summer, in which case the student must be pre-registered for at least 6 undergraduate credit hours or 5 graduate credit hours for the following fall semester.