**Compensation Protocol**

**Instructions to Lab Manager:**

1. **Ordering Cash**

How much to order? Your incentive request requires 2 business days to process after approval (if the approval is given before 2 pm) by your business office/PI (PI first, and then business office, which is XXXXXX). It is difficult to make a request last minute. We usually get X families/subjects worth ($XXXX/ $XXX per family/subject) at the beginning of the month.

How to order?

1) <https://wolverineaccess.umich.edu/f/u24l1s85/normal/render.uP>, click ‘Human Subject Incentive Payment Request’ under Treasury Management in the Finance box. Create a template to save yourself time if it is your first time.

 -Create HSIP Request

 -uniqname for PI: XXXXX; Phone: XXX-XXX-XXXX

 -Approver uniqname: XXXXX; Phone: XXX-XXX-XXXX (Approver is the East Hall

 Business Office Accountant assigned to the PI)

 -Always enter alternate approver uniqname: XXXXX(Alternate Approver is any other

 accountant who works in the East Hall Business)

 -HUM: XXXXXXX

 -Should be tier X

 -Total amount requested: Enter the amount you want

 -Choose ‘Distribute to researcher’

-Distribute date: when you want to pick it up- won’t let this be earlier than 2 business days from your request

 -payment type: Cash/Coupon/Gift Card

-Custodian: these are people allowed to pick up the cash; unless anyone else will be doing it, can just be your uniqname

-Delivery Type: Central Campus Cashier

-Accounting details: Incentive, Shortcode XXXXXX, Fund XXXXX, DeptID 185500, Program XXXXX, Class XXXXX, PG XXXXXX

-Save and submit

After creating a template, you can from then on do ‘Create HSIP request from template’, Load Template, and some of this information will automatically fill out.

2) Create a Cash Log for each request; this will be kept in the small safe, and examiners sign off when they pay participants. Find under FILE NAME/PATH, titled ‘CashLog.xls’ for the template; fill in the HSIP, amount, and date you picked up. Once all of the cash has been used for an incentive (i.e. X families have been paid), you will scan this cash log and save it in the compensation folder under the appropriate HSIP number, and shred the paper cash log.

3) You will get an email when a) you submit b) your PI approves c) the Business office approves. You will not get an email when the payment is actually released- you can check the ‘Status’ of the request on the HSIP home. You cannot pick it up before the ‘Pickup Date’.

4) Bring your UMID to LSA Student Activities Building, second floor, you’ll see a desk for the Cashier. Make sure you know the HSIP Control NO; they will ask for this.

5) When you return with the cash, file into envelopes, paper clip envelopes labeled with the ID numbers, and store in the large safe. Each week, take out the number of families/subjects (so two envelopes clipped together per family) for that weekend, and place in the smaller safe. Make sure you also put the appropriate paper cash log in the smaller safe.

1. **Reconciling Cash**
2. HSIP Receipt Excel Document: Examples are in FILE NAME/PATH, any excel titled ‘HSIP------‘. Fill out the information asked for from the physical receipts that examiners fill out during visits. The only odd things are:
	1. Distribution Type is always ‘I’ (incentive). Payment type should be ‘CA’ (cash).
	2. Save as HSIP--- whatever number it is. You make one of these for EVERY new incentive.
3. HSIP Receipt PDF: Examples are in FILE NAME/PATH, any pdf titled ‘-----Receipts’. Examiners fill this out with families/subjects. You need to make sure the participant signed it. Sometimes examiners fill out the ‘To Be Completed by Department’, sometimes not. Make sure the top part is signed either by you or the examiner. Write the HSIP number on the appropriate line. Visa Debit card is left blank (unless you end up doing that).
	1. Scan the filled out receipts using the first floor scanner in the business office/HR corridor- this is the ONLY SCANNER that can scan to USB, making it the ONLY SECURE way to scan. Stick the USB in the slot, a message box will pop up saying ‘Save to USB’. Follow the rest of the prompts.
	2. Shred the physical receipts.
	3. Once you’ve scanned, save the receipt to the appropriate FILE NAME/PATH.
	4. You’ll also create a compiled document of all receipts for a given HSIP incentive. Use **Adobe Acrobat** to save your first receipt as ‘(HSIPNUMBER)Receipts’. You can then ‘Insert file from other document’ (the small document with a green arrow sticking out) to add in multiple receipts as visits occur.
4. When You’ve Used the Entire Incentive: When you’ve used all of the cash (i.e. you ordered X families worth, and you have now paid X families), you will upload the HSIP receipt excel file (the one with all of the identifying info) and your PDF of all of your physical receipts to the page of your HSIP request. You do this by hitting the ‘Add attachment’ button under the General Information box. You can add them in any order, but add both (click the + to add the additional line to upload two documents). Hit ‘Apply’ and then ‘Ok’. Then return to your homepage. You should later get a confirmation email that the Incentive Request has been complete.
	1. Once you have used the entire incentive, delete the receipt PDFs.

To File an Extension: If you get an email that the deadline for reconciliation is approaching, and you won’t make it, you can easily file an extension. [http://www.finance.umich.edu/treasury/hsip](http://www.finance.umich.edu/treasury/hsip%20) click HSIP Extension. The form is pretty self-explanatory. For ‘reason’ you don’t have to give a long explanation, just that participants cancelled and you were unable to use all of the funds at the time. They will email you when the extension is approved with the new deadline.