

Guidelines for Paying Individuals

This Group Paid as an Employee VIA Payroll	
Academic or Research Services – provided as part of an Emory Academic Department	Patient Navigation Services (Hospitals)
Adjunct Professor	Short term direct support with Emory Faculty or Staff providing supervision
Employee - Current	Students who are providing non-skilled services
Employee – Former/during last 12 months	Support and Assistance Services
Graduate Assistant	Support Services for programs and activities (Summer activities)
Individual(s) hired for doing work that other Emory employees also do	Temporary help providing non-skilled services (event set-up, drivers, errands)
Office Management and Accounting Services	

This Group Paid via Payment Services	
Actors for Mock Trials (Non-Theater Emory)	Instructor – Continuing Education
Actors portraying patients (Non-Theater Emory)	Musician
Bartenders/Servers	Referees
Entertainers	Study Participants
Honorarium / Guest Speaker Fee (non-employee)	Umpires
Individuals hired to perform demonstrations during classes taught by another instructor	

This Group Needs Determination of Employee or Contractor	
<p>Because no single factor determines an individual's status as an independent contractor, please complete the Checklist for Determining an Independent Contractor or Employee for these categories PRIOR to engaging a proposed independent contractor.</p>	
Consultant	Researcher
Employee more than 12 months ago	Teacher
Other Professional Services	Instructor/Lecturer (University)

Payments to Students for Awards, Fellowships, Scholarships, and Stipends	
Payment Services	Payroll
Awards / Payment for Academic Achievements (If no services required, pay through Payment Services)	(If services required , pay through Payroll)
Fellowships / Educational and personal research expenses (If no services required, pay through Payment Services)	Payment for cost of living (If services required , pay through Payroll)
Scholarships (If no services required, pay through Payment Services)	(If services required , pay through Payroll)
Stipends/Education & personal research expenses (If no services required, pay through Payment Services)	Payment for cost of living (If services required , pay through Payroll)
N/A	For T32 NRSA Grant for Employees coded as 9905 Always Payroll – Never Payment Services