CAMP PAYING: INNOVATIVE SOLUTIONS

Explore the Summit of Human Subject Compensation

Presented by Monica Menendez and Sali Coleman

PC West: Eleanor Roosevelt College Room | 11:00 – 11:45
PAYMENT SERVICES

About our team…

- Banking & Financial Services
- Quality Assurance
- Internal Support
- Research Participant Administration
- Compliance
- Marketing Training
- Advisory Services
- Audits & Controls
- Training
- Audits & Controls
REIMBURSEMENTS AND COMPENSATION

W-9 Required
(linked to payment amounts and not research data/confidential info)

Tips:
* Reference project number rather than study name
* Consent language

Reimbursement for Actuals
(Parking/Ground/Meals)
* Itemized receipts support claim
* Not reported as income

Compensation
* Payment amounts expected to total $600 or more w/in a calendar year
  * 1099 reporting

Travel
* Prepayments for local hotel and airfare
  * Not reported as income
US Bank Visa Gift Card

Preloaded and ready for use anywhere Visa is accepted.

- $20 and up
- Negotiated load fee of $1.20 per card (vs $5.95)
- Orders submitted and fulfilled in MyPayments
- Offers convenience and saves university resources

Tips:
- $2.50 monthly maintenance fee assessed beginning the 13th month from load date
- No hidden fees
- Certifications due every 90 days

PAYMENT OPTIONS

- **Visa Gift Card**
  - Preferred
- **Human Subject Express Card**
  - Preferred
- **Cash/Direct Payments**
  - Qualifying studies
- **Scrip**
  - Qualifying studies
Human Subject Express Card (HSEC)

For the purchase of retail specific gift cards as a method to compensate research participants.

- Offers purchasing ease and flexibility
- Transactions and certifications tracked within ECManager
- Requires Express Card Cardholder training

**Roles:**
- Cardholder - PI or designated employee
- Transaction Reviewer - Fund Manager
- Department Administrator-Campus (Sali Coleman)

**Tips:**
- Know retailer’s gift card acceptance policy and return policy
- Do not over purchase
- Certifications due every 90 days
**Direct Payment to PI**

Cash advance when no other payment option is viable.

- Infrequent low dollar payments to subjects
- Cash must be kept in locked receptacle or safe
- Requests submitted in MyPayments
- Certification due every 90 days
- Unused funds must be returned to appropriate index
- Notify Payment Services when funds are returned

**Direct Payment to Participant**

Suggested for studies providing compensation $600 within a calendar year.

- Requires W-9
- Payments tracked in MyPayments for 1099 reporting ease
- Include itemized receipts if reimbursement rather than compensation
- Prepay travel related expenses such as hotel and/or airfare using Connexxus and MyTravel

**ADDITIONAL OPTIONS**

For Qualifying Studies
Scrip

*Individual checks made payable to bearer and can be cashed at any local Wells Fargo or Central and Medical Center Cashiers.*

- $5 and up
- Does not require identification to cash
- Expires 365 days from printed date
- Returns must be marked void and sent to Scrip Program Administrator
- Orders submitted and reconciled in MyPayments
SCRIP RECONCILIATION TOOL

Newly Added In MyPayments

- Paper certifications no longer required
- Reconciliation tracked by document number
- Streamlines process
- Offers transparency
• Tool can be used to reflect status as each serial number is distributed in true time
• Can also be used to update the status with just a single click using the “select all” feature
• Provides the Payment Services team with visibility to current inventory
• Paper certifications no longer required for orders after 12/7/2015
• Additional enhancements anticipated to launch in April: Send for review and attachment features
Reconciled Scrip orders will reflect in the Payment Services queue.
SCRP REDUCTION EFFORTS

UC San Diego Staff Sustainability Network Grant

“Paper to Plastic”
An initiative intended to reduce the use of Scrip in an effort to contribute toward sustainability goals and to preserve University resources.

Vanilla Visa Coming Soon
• No activation required
• $1.15 load fee (possibly waive load fee for all current Scrip users who convert as part of the SSN Grant)
• No hidden fees
• No expiration date
• Digital codes available
• Directly shipped to requestor

Savings!
• Time
• Driving
• Fees
• Paper
• Printing
• Labor
• Mileage claims

UCSD Payment Services
UCSD Requesting Department
Research Participant

Integrated Procure-to-Pay Solutions
QUESTIONS AND CONTACTS

BFSupport.ucsd.edu

Sali Coleman
Contact for Human Subject Program Administration and for questions relating to the SSN Grant

Shantal Flores
Payment Administrator and Scrip printing coordinator.

Monica Menendez
Payment Services Team Manager
Don't forget to stop by and visit us in the Price Center East Ballroom.