

Student Payment Summary Guide

If your student ...	Examples	Process	Account Code	Form Location
Is an hourly employee, with a temporary or ongoing position within a campus department or program and is hired to perform a specific service for the College	Library Assistant, Dining Assistant, Research Assistant	Hire the student through Workday and s/he will be paid biweekly. Student will enter their hours within Workday.	5310 – Regular Hours 5315 – Overtime Hours *Note: Workday automatically assigned to applicable account code.	http://studentemployment.bowdoin.edu
Receives a one-time award or prize to honor his/her achievement Has been awarded funds (often called a “fellowship”) to conduct a project for his	Departmental prize recipient	Pay the student through Accounts Payable, using a voucher form or award letter	6534 – Prizes/Awards	http://www.bowdoin.edu/controller/pdf/apvoucher1.pdf