**Decision Tree for Scholarship/Non-Service Payment/Payment for Services**

1. **Is a Service performed?**
   - No
   - Yes

2. **Does Hartnell College exercise control over the activity performed?**
   - No
   - Yes

3. **Does Hartnell College determine the activities performed based on Hartnell College needs?**
   - No
   - Yes

4. **Does Hartnell College receive benefit from the activity?**
   - No
   - Yes

**Scholarship or Non-Service Stipend**

**Service Stipend/wages**

**Pay through Accounts Payable (Business Office)**
To Pay submit the following 3 documents to Business Office for EACH student payment:
1. W-9
2. Non-Service Stipend Contract Agreement
3. Check Request

*Each document should be filled out, signed, and, for check request, approved*

**Pay through Hartnell Payroll System**
Go to Human Resources
Andrea Marble, 755-6177

**Exercise control: Does Hartnell Representative tell the student where, when, and how to work? Does HC have control or supervise the sequence of effort performed? Do students submit more than progress reports?**

A “no” here means the primary benefits of the activity are educational or training for the STUDENT and only incidental or no benefit accrues to Hartnell College.