

EARNING CODE: TXX

1. Complete form each time funds are added to a SPA card, a gift card, or cash is issued to a UTHealth Houston employee for participating in a research study (patient/participant visits, surveys, focus groups, etc.)

2. Obtain UTHealth employee ID number before issuing the SPA card/payment to the employee. Ensure this matches HCM. *Note make sure the researcher did not inadvertently enter FMS vendor/supplier ID*
3. Inform the employee that payroll taxes will be assessed by Payroll (federal law)
4. Email to Department's **authorized PASS submitter** immediately after payment is issued to an employee.

* This email is the study team member's certification that funds have been given to an employee and the employee has been informed of the taxability of SPA card/gift card/cash amount.

5. DMO approval required for employee to participate in research and receive payment for participation. Email to DMO for approval. DMO can respond "approved" via email

6. DMO/ Department personnel authorized to submit payroll requests emails completed form to SDR@uth.tmc.edu immediately after card is issued to an employee. (If not sent by DMO ensure DMO is cc'd)

[illegible]

SPA Card
Gift Card
Cash