

How a PI Creates a One-Time Stipend Payment

1. Log in to Workday using your **ID** and **Password**.
2. In the search bar, type in **Create a Supplier Invoice Request ①**.

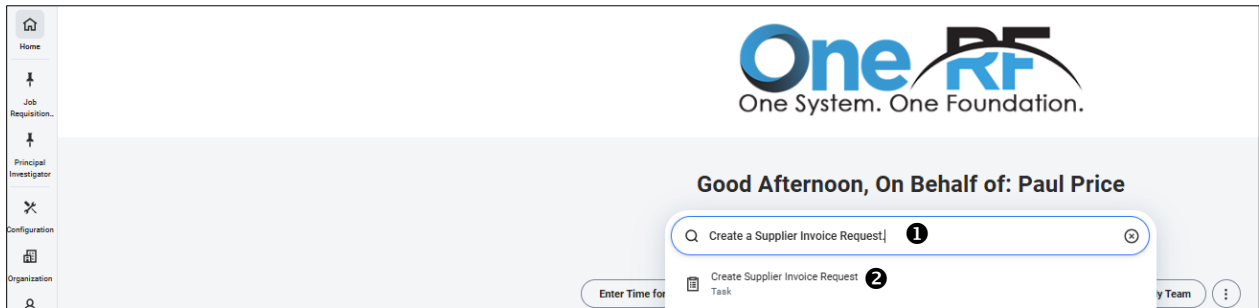


Figure 1

3. After you enter **Create a Supplier Invoice Request**, click on **Create a Supplier Invoice Request ②**, and the **Supplier Invoice Request** screen will appear as shown in **Figure 2, Page 2**.

Fill in the required fields in the **Supplier Invoice Request** in **Figure 2 on Page 2**.
A detailed explanation of the required fields is shown on **Page 3**.

Revise Supplier Invoice Request

Total Amount
900.00 USD

Supplier Invoice Request Event Selected * Supplier Invoice Request : SIR-0000276, AINO SMITH on 12/02/2025 for \$900.00

Supplier Invoice Request Status Draft Request Number SIR-0000276 Requester Paul Price [C]

Primary Information

Invoice Date ① * 12/02/2025

Invoice Received Date ② MM/DD/YYYY

Company ③ * RFCUNY Research Foundation of the City University of New York

Supplier ④ * x Smith Smith

Remit-To Connection

Currency ⑤ * x USD

Control Total Amount ⑥ 900.00

⑦ Supplier's Invoice Number Winter Semester

Additional Information

Ship-To Address ⑧ x 230 West 41st Street New York, NY 10036 United States of America

Payment Terms ⑨ x Net 30

Default Due Date 01/01/2026

Reference Type

Handling Code

Statutory Invoice Type

Freight Amount ⑩ 0.00

Tax Amount 0.00

Memo

Lines Additional Fields ⑫ Attachments

+ Add

Viewing: Splits (0)

Stipend Payment ⑬ 1
900.00 USD

⑭ Lines

Goods Line

Service Line

Item

Item Description

Spend Category

Quantity

Unit of Measure

Unit Cost

Item Identifiers (empty)

Extended Amount

Grant

*Cost Center

*Fund

Department

Additional Worktags

Billable

Memo

Internal Memo

⑪

⑫

⑬

⑭

⑮

⑯

⑰

⑱

⑲

enter your comment

Process History

Multiple delegates on behalf of Paul Price [C]
Supplier Invoice Request Event~ Saved for Later

Due 12/04/2025

Submit

Save for Later

Cancel

Figure 2

2

- ❶ **Invoice Date:** The invoice date may be either the current date or the date indicated in the award letter.
- ❷ **Invoice Received Date:** The Invoice Received Date is not required; however, you may enter the current date.
- ❸ **Company:** You will have two choices; **select RFCUNY Research Foundation of the City University of New York.**
- ❹ **Supplier:** Type the payee's name. (If it does not appear, the payee may not exist in Workday. If they are a new payee, submit a new supplier request see Job Aid Quick Guide to Request a New Supplier).
- ❺ **Currency:** Type in USD.
- ❻ **Control Total Amount:** Enter total stipend amount.
- ❼ **Supplier's Invoice Number:** The supplier invoice may include the program name, semester, and date.
- ❽ **Ship-To Address:** The Ship-To Address could be the campus address. The rest of the fields are optional to fill out.
- ❾ **Payment Terms:** Auto-populate to immediate (You can update if needed).
- ❿ **Freight Amount:** Not required.
- ⓫ **Item Description:** In the item description enter Stipend Payment.
- ⓬ **Spend Category:** Enter the spend category from the list below:
 1. Scholarship - 7804
 2. Fellowship - 7805
 3. Training Allowances - 7810
 4. Trainee Summer Components - 7811
 5. Institutional Allowance – 7815
- ⓭ **Quantity:** Enter quantity 1 since it's one-time stipend payment.
- ⓮ **Unit of Measure:** Enter measurement from the drop-down menu.
- ⓯ **Unit Cost:** Cost per item. It should be the same amount as the Extended Amount and the Control Amount.
- ⓰ **Extended Amount:** Total stipend amount.
- ⓱ **Grant:** Enter the Grant.
- ⓲ **Cost Center, Fund, and Additional Worktags:** These fields auto-populate; however, you can remove or modify the Cost Center, Fund, and Additional Work Tags as needed.
- ⓳ **+ADD:** If the PI wants to split the stipend across two different grants or spend categories, click the +Add button to create another line. You can use this to split by amount, spend category, or grant.
- ⓴ **Attachments:** In the Attachments tab attach the award letter, and any other stipend-related documents.

Please Note: **Memo** and **Internal Memo Box** are for the PI to input any comments.

4. After completing all the required fields in the **Supplier Invoice Request**, you must attach the award letter, and any other stipend-related documents by clicking on **Attachments** ❷.

- After clicking Attachments 20 in Figure 2, on Page 2, the Attachments box will appear as shown in Figure 3 below. Click **Select Files** 1 and attach your documents from your PC.

Figure 3

- After attaching the documents, you can add a comment in the comment box 1 if needed. Then click **Submit** 2 as shown in Figure 4 below. After **Submit** is clicked, a pop-up box will appear stating **Supplier Invoice Request: Sir-0000276, Smith Smith on 12/02 for \$900** as shown in Figure 5 below, on Page 5.

Figure 4

After clicking **Submit** 2 in Figure 4, above the pop-up box will appear stating **Supplier Invoice Request: Sir-0000276, Smith Smith on 12/02 for \$900** will appear as shown in Figure 5 below. Click **View Details** 1 in Figure 5, and the submitted details will appear as shown in Figure 6, on Page 5.

Figure 5

7. After clicking on **View Details** in **Figure 5**, on **Page 5**, the **Details and Process** screen will appear as shown in **Figure 6** below. If you click on the **Blue Arrow**  **2** it will open the **Details Tab** **3**, as indicated by its blue highlighting. If you click **Process** **4** the **Process History** screen will appear as shown in **Figure 7**, on **Page 6**.

Supplier Invoice Request : SIR-0000276,SMITHSMITH on 12/02/2025 for \$900.00

Up Next

Joe Manager [C]
Approval by Principal Investigator (Grant)

2
Details and Process
1

Do Another
Create Supplier Invoice Request

For Supplier Invoice Request: SIR-0000276
Overall Process Supplier Invoice Request : SIR-0000276,SMITHSMITH on 12/02/2025 for \$900.00
Overall Status In Progress
Due Date 12/04/2025

3
Details
4
Process

Supplier Invoice Request
Request Number SIR-0000276
Status In Progress
Requester Paul Price [C]

Primary Information

Invoice Date 12/02/2025
Invoice Received Date (empty)
Company RFCUNY Research Foundation of the City University of New York
Supplier SMITH SMITH
Currency USD
Control Total Amount 900.00
Supplier's Invoice Number Winter Semester

Additional Information

Ship-To Address 230 West 41st Street New York, NY 10036 United States of America
Payment Terms Net 30
Due Date 01/01/2026

Stipend Payment
900.00 USD

1

Lines

Request Line
Line Type Goods Line
Item (empty)
Item Description Stipend Payment
Spend Category 7810 - Training Allowances
Quantity 1
Unit of Measure Amount
Unit Cost 900.00
Extended Amount 900.00
Grant GR-10000044 Payroll HR Test -E.CH
*Cost Center HC HUNTER COLLEGE
*Fund GC Grants and Contracts
Department 10015 Anthropology
Additional Worktags Admin Fee Type Code: ADMIN FEE-STANDARD RATE
IRB/IACUC Review: None
NACUBO: Research
Purpose Code: Research on Campus
Item Identifiers (empty)

Attachments

702 Test.docx
Uploaded by Paul Price [C]
Comment 702

Done

Viewing

1 hour ago

Figure 6

After clicking on **Process 4** in **Figure 6, Page 5**, the Process History will appear which tracks all actions and approvals for the request. It shows who the next approver is and shows any changes or updates made to the request. To review all your supplier invoice requests, go to the search engine and type in My Supplier Invoice Requests and click **Enter**.

Details and Process

For

Supplier Invoice Request: SIR-0000276

Overall Process

Supplier Invoice Request : SIR-0000276.SMITHSMITH on 12/02/2025 for \$900.00

Overall Status

In Progress

Due Date

12/04/2025

Details

Process

Process History 3 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Supplier Invoice Request Event	Supplier Invoice Request Event	Submitted	12/02/2025 12:58:31 PM	12/04/2025	Paul Price [C]	1	
Supplier Invoice Request Event	Approval by Authorized Signatory	Not Required		12/04/2025		0	
Supplier Invoice Request Event	Approval by Principal Investigator (Grant)	Awaiting Action			Joe Manager [C] (Principal Investigator (Grant))	1	

Remaining Process

Click on the button below to review remaining process details.

Remaining Process

Done

Figure 7