**Decision Diagram – Student Payments: Employment or Awards**

- **Is there a condition of service in return for the payment?** (i.e. work a specific number of hours)
  - Yes
  - **Is the university the primary beneficiary of the services?** (would the university have hired someone to perform the duties?)
    - Yes
    - **Does the university control how and when the related duties are completed?**
      - Yes
      - **Does the university provide the facilities and/or equipment to perform the work?**
        - Yes
        - **Is the work normally carried out by university employees?**
          - Yes
          - **Is the student to be paid regular amounts at set intervals?**
            - Yes
            - **Student is probably an EMPLOYEE**
              - The job may need to be posted as per HR policies and CUPE 4163 Agreement.
              - Job description should be developed outlining duties
              - Offer of employment made
              - Paid through Payroll and reported on T4
              - Deductions made for Income Tax, CPP, EI and WorksafeBC

  - No
    - **Is the payment primarily to advance the students education with no condition of service?**
      - Yes
      - **Is the student the primary beneficiary of the services?**
        - Yes
        - **Is the relationship one of student to professor?** (where direction is general or consultative in nature)
          - Yes
          - **Are there no employee-employer contractual obligations?**
            - Yes
            - **Is the payment NOT consideration for services rendered?**
              - Yes
              - **Student is probably receiving Scholarship, Fellowship or Bursary**
                - Paid through Accounts Payable and reported on T4A
                - No deductions taken
                - Not covered by WorksafeBC

  - **Some combination of these factors from both sides may require further analysis.**