

Communication to the FMM:

Further to the notification received “*Workday Notification: New Process for Cash Payments to Research Participants*”, dated March 5, 2026, this communication is being circulated to provide additional details and timelines for transition of temporary custodian fund for research participant payments to the new process for UW-Madison.

Background:

What were previously known as Temporary Custodian Funds will now be requested as Cash Advance for Research Participants and issued through the Spend Authorization process in Workday.

Timelines:

Existing or in process temporary funds may be requested through the current process.

New cash advances will need to be requested through the Spend Authorization process as of April 1st, 2026.

The attached document provides step-by-step instructions to request a cash advance for research participant payments and how to complete the related expense report under the new process.

Action Items:

- Familiarize yourself with the Spend Authorization process in Workday
- Assign security roles to staff as appropriate. Only Expense Data Entry Specialist security role is needed.

Business Services will offer optional office hours to provide guidance and support in transitioning to the new process. More information to follow.

Please reach out if you have any questions or concerns (cstdnfnd@bussvc.wisc.edu).

Regards.

Cash Advance for Research Participants Process

Roles:

- Employee/Payee (as self)
- Expense Data Entry Specialist (EDES)
- Research Participant Cash Advance Specialist (RPCAS) – this role resides with Business Services only.

Spend Authorization (SA) submitted by:

- Employee or Expense Data Entry Specialist

Spend Authorizations must include supporting documentation as follows:

- Related documentation that will justify the research participant payments
- Project budget
- IRB approval or exception support

Do not include HIPAA-protected information in expense report and spend authorization attachments.

Important notes:

- De Minimis rule still applies – payments need to be less than \$250
 - [Payments to Research Participants policy – UW-3005](#)
- Cash Advance (CA) for Research Participants are open for 3 months or less at a time

RPCAS will send the request to Dean's Office (Expense Operations Lead UW) via Ad Hoc approval process in Workday as an additional approval of Spend Authorization.

No NR numbers are needed. The requests will be tracked with Spend Authorization number.

Create Spend Authorization

Summary

For

Employee:

Cash Advance Requested

500.00 USD

Spend Authorization Total

500.00 USD

The information and attachments in this Spend Authorization must be sufficient for the approving authority to determine the expenses are allowable within UW policies and are a reasonable use of University funds.

Start Date:

First date of trip. For non-travel Spend Authorizations, use the expected purchase date.

End Date:

Last date of trip. For non-travel Spend Authorizations, use the expected purchase date (even if same as start date).

Description:

Brief explanation of expenses being requested.

Business Purpose

– choose the business purpose that best describes the expenses being requested.

[Universities of Wisconsin Workday Website](#) - Workday resources, news, and announcements.
 [UW TravelWise](#) - policies, procedures and other helpful resources.
 [FDM Tool](#) - assistance with navigating funding in Workday.

Spend Authorization Information

Company

×

UWMSN University of Wisconsin Madison

...

Start Date

×

6/3/85/2026

End Date

×

6/3/85/2026

Description

×

Research participant study

...

Business Purpose

×

Cash Advance for Research Participants

...

Currency

USD

Spend Authorization Details

Reimbursement Payment Type

×

Direct Deposit

...

Justification

Research participant payments for Community Definitions of Safety During Mental Health Crisis Response study

4. Click **Add** to add a spend authorization line item.
5. Enter and review fields for the spend authorization line.
 - a. **Expense Item** - Select “Research Subjects”.
 - b. **Quantity** – amount of individual payments that will be made
 - c. **Per Unit Amount** – individual payment amount
 - d. **Total Amount** - estimated total cost for spend authorization line.
 1. You can enter **Quantity** and **Per Unit Amount** then that will calculate **Total Amount** or you can leave **Quantity** and **Per Unit Amount** as “1” and enter a **Total Amount**.
 - e. **Budget Date** - This will autofill as the first payment date
 - f. **Memo** – details about request.
 1. Example: Research participant study payments
 - g. **Cash Advance Requested** - checked to request a cash advance.
NOTE: This box must be checked to receive funds before research participant payments are made.
 - h. **Worktags** – Details on funding for item.
6. Review and update Item **Details** section.
NOTE: You can enter an estimated amount of payments that will be made

7. Repeat steps 2-5 to include additional spend authorization lines.

Create Spend Authorization

Spend Authorization Line

Research Subjects 500.00

Expense Item: Research Subjects

Quantity: 1

Per Unit Amount: 500.00

Total Amount: 500.00

Budget Date: 03/05/2026

Memo: Research participant study payments

Cash Advance Requested: ☒

Worktags

Program: [Empty]

Grant: 0800000275 UW/MEN / COMMUNITY DEFINITIONS OF SAFETY DURING MENTAL HEALTH CRISIS RESPONSE

Project: [Empty]

Gift: [Empty]

*Cost Center: 0004790 UW/MEN / Nursing / Research

*Fund: F00233 Wisconsin Partnership Program

*Function: F00400 Research

Additional Worktags: Location: UW Universities of Wisconsin - UW Madison - Park St N 21-1078

Instructional Text

Research Subjects

Cash payments to research subjects as part of an Institutional Review Board (IRB) approved research study.

Use the Gift Cards expense item on spend authorizations and expense reports for gift card purchases.

This expense item should be used in conjunction with the Cash Advance for Research Participant business purpose. On the end date of the related cash advance, the recipient will receive a to-do step asking them to provide required tax reporting documentation to the 1099 Specialist.

Do not include HIPAA-protected information in expense reports or spend authorizations.

The memo field must include a business justification that explains why the expense was incurred and how the expense benefits the University. The justification must be sufficient for a third party (ex: post-pay auditor) to understand why the expense is an appropriate use of University funds.

Item Details

Number of Persons: 50

Submit **Save for Later** **Cancel**

8. You must include an attachment.

- Related documentation that will justify the research participant payments
- Project budget
- IRB approval or exception support

- Do not include HIPAA-protected information in expense report and spend authorization attachments.

9. Click **Submit**.

10. If requesting a Cash Advance for Research Participants, the Employee, Expense Data Entry Specialist (if applicable) and Expense Operations Lead will receive a To-Do step in Workday on the end date of the spend authorization reminding them to provide the 1099 Specialist with required tax reporting information for the distributed funds.

11. Spend Authorization is reviewed by: -

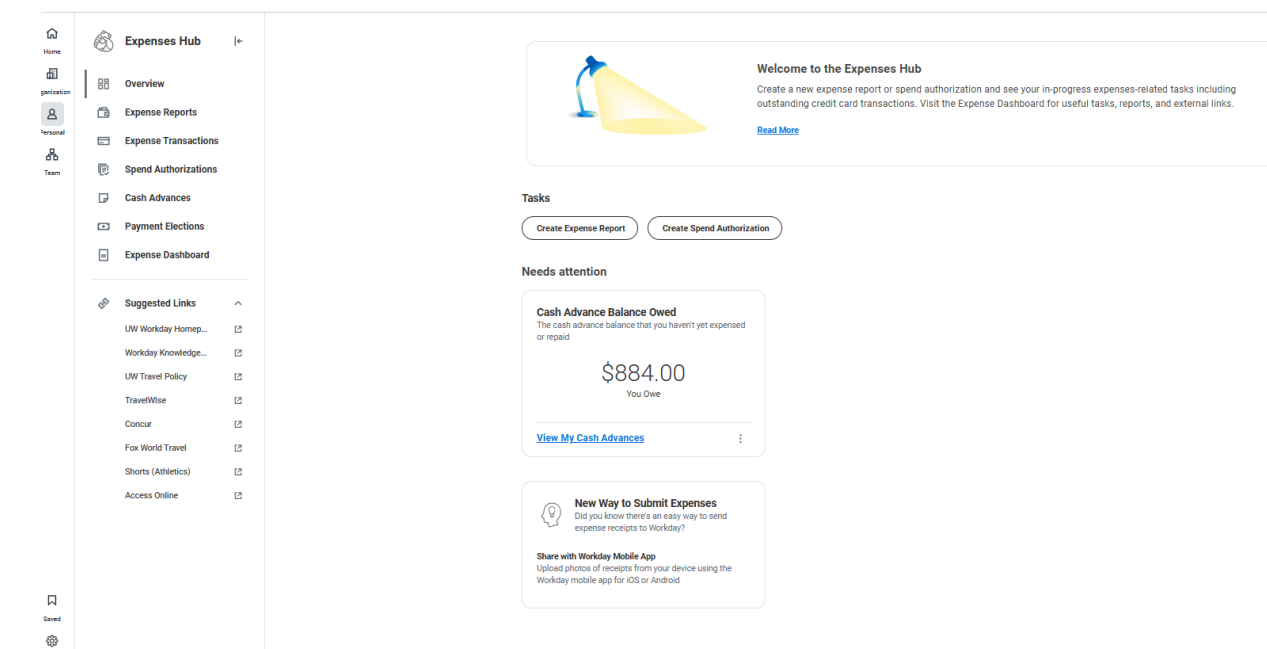
- Spend Authorization Reviewer (optional) or Worktag Manager
- Research Participant Cash Advance Specialist (RPCAS)

- RPCAS will review the request and send to Dean's Office (Expense Operations Lead UW) via Ad Hoc approval process in Workday as an additional approval of Spend Authorization.

Reconciling/Closing Out of Cash Advance

Expense Report Event

- Cash advances must be fully reconciled within 30 days of the end of the study period.
- Employees must submit an expense report to account for the use of the advanced funds.
- If advanced funds exceed actual expenses, the balance must be returned to the University via one of the following methods:
 - Payroll deduction
 - Personal check
- Employees will reconcile cash advance and confirm repayment of cash advance via check to Cash Management or as a payroll deduction
- Once a cash advance is approved, it creates an employee receivable
 - Employees will see a new card in Expenses Hub showing “Cash Advance Balance Owed” and can click on View My Cash Advances



- Employees can also run “My Cash Advances” to see details (example below)

My Cash Advances

15 items

Spend Authorization Document Number	Description	Spend Authorization Status	Spend Start Date	Spend End Date	Days after End Date	Cash Advance Total	Cash Advance Available Balance	Cash Advance Outstanding Balance	Currency	Cash Advance Fully Repaid Date	Related Expense Reports	Related Cash Advance Repayments
SA-000000893	Team Meals for Game at Michigan Tech	Closed	10/28/2025	10/28/2025	114	624.00	0.00	0.00	USD	11/13/2025	Expense Report ER-000008875	
SA-000000909	Game vs. Carroll at St. Norbert	Closed	11/07/2025	11/07/2025	104	442.00	0.00	0.00	USD	11/24/2025	Expense Report ER-000009834	
SA-000000911	Meals for Game vs. Chicago at St. Norbert	Closed	11/08/2025	11/08/2025	103	442.00	0.00	0.00	USD	11/24/2025	Expense Report ER-000009840	

- Employees must attach the Spend Authorization to the Expense Report in order for the Spend Authorization (Cash Advance) to be tracked and tied to an Expense Report.

- When employee attaches the SA to the ER they have to mark it as the “final ER for that CA”
 - They will get a questionnaire asking how they wish to pay back if balance is due and they mark the SA/CA as final
 - If they do not, any remaining balance will stay due, and the SA will remain open, unless someone closes the SA, can’t close SA with an open CA balance

Personal Expense or Cash Advance Repayment Questionnaire

'Payment Option Selection - v2 - 0126' for Expense Report: ER-0000168716, Gian Compuesto on 03/06/2026 for \$2,500.00

Payment Option Selection

You have a balance due back to the University for either the unused balance on a Cash Advance or an expense item marked as a Personal Charge. Please indicate how you would like to have this money returned to the University by selecting one of the options below.

Payments withheld from future expense reports or payments by cash or check must be processed within 30 days. Failure to do so will result in the amount automatically being deducted from your next paycheck after the 30-day deadline passes. If you choose to deduct the amount from your paycheck, it will be reported to payroll immediately and will deduct from the next available paycheck.

- ☐ Payment withheld from next paycheck. This is only an option for currently payrolled employees.
- ☐ Payment by check or cash.
- ☐ Payment withheld from future expense report. This option is only available for paying back personal P-Card items. DO NOT select this option for unused Cash Advance balances.

-
- Expense Advance Repayment Specialist (EARS) role based in Business Services will monitor outstanding cash advance balances. Any CA balances 30 days past the end day of the SA would be reported to payroll for deduction if not settled in time.

Create an Expense Report

1. Hover over **Personal** in the sidebar and select **Expenses Hub**.

2. Click **Create Expense Report**.

Note: An Expense Data Entry Specialist (EDES) can create an Expense Report on behalf of another employee and can search and select the Create Expense Report for Worker task.

- If selecting Create Expense Report for Worker, see [Submitting Expenses on Behalf of Other Employees](#).

3. In the Expense Report, enter or review data in the required fields:

- a. **Creation Options – Create New Expense Report From Spend Authorization** and click the “Final Expense Report for the Spend Authorization”
- b. **Memo** – add specific details related to the expenses being submitted and linked spend authorization
- c. **Company** - this defaults to your institution.
- d. **Expense Report Date** – enter today's date.
- e. **Business Purpose** – “Cash Advance for Research Participants “
- f. **Company on Expense Line** - this defaults to the Company chosen in the header as all Expense Reports require all expenses to be for only one Company.
- g. **Cost Center**
- h. **Fund**
- i. **Function**

4. Enter default funding for the full Expense Report in Grant, Gift, Project, or Program.

NOTE: After entering a Grant, Gift, Project or Program worktag, other required worktags will autofill. You may need to change the fund and/or function if the defaults are not appropriate.

5. Enter Additional Worktags that should be defaulted for the entire Expense Report.

Expense Report Information

Expense Report For: * Employee [Redacted]

Creation Options:

- ☐ Create New Expense Report
- ☐ Copy Previous Expense Report
- ☒ Create New Expense Report from Spend Authorization

Final Expense Report for Spend Authorization: ☒

Memo: Research participant payments for Community Definitions of Safety During Mental Health Crisis Response study

Company: * UWMSN University of Wisconsin Madison

Expense Report Date: 8/18/2026

Business Purpose: * X Cash Advance for Research Participants

Company on Expense Line: * X UWMSN University of Wisconsin Madison

Program: [Redacted]

Grant: X 0R00040375 UWMSN | COMMUNITY DEFINITIONS OF SAFETY DURING MENTAL HEALTH CRISIS RESPONSE

Project: [Redacted]

Gift: [Redacted]

Cost Center: * X C0004799 UWMSN | Nursing | Research

Fund: * X F00332 Wisconsin Partnership Program

Function: * X F00400 Research

Additional Worktags: [Redacted]

Instructions

The information and attachments in this expense report must be sufficient for an approver, auditor, post-pay auditor, or other interested party to determine the expenses are allowable within UW policies and are a reasonable use of University funds.

Submission Confirmation

By submitting this expense report, claimant attests that all expenses:

- Are actual, allowable expenses incurred, net of any outside reimbursement.
- Support the missions of their unit, the University and/or the state.
- Are allowable and in compliance with applicable policies, procedures, and limits.
- Are supported by required documentation and business justifications.
- Are allowable and appropriate for the funding source indicated.

By submitting this expense report, claimant acknowledges that intentional submission of fraudulent and/or unethical claims may be considered a class C felony in Wisconsin. Penalties may include, but are not limited to, refunding the University, fines, imprisonment, and termination.

Deadlines

- Out-of-Pocket** - 90 days from expense or trip date. Expense reports must be resubmitted within 90 days of being sent back. Violations require pre-approval and are subject to non-reimbursement. Approved violations are taxable income to the recipient.
- Purchasing Card** - 60 days after transaction appears in Workday. Violations may result in audit findings and/or loss of the card.
- Shared Liability Card** - late fees (responsibility of the cardholder) are assessed after 60 days, including approval and processing time. The 90-day out-of-pocket policy also applies to Shared Liability Card transactions.

See the [UW Accountable Plan](#) for more information. Individual expenses may have stricter deadlines due to expiring funding, sponsor restrictions, or other outside factors.

[Universities of Wisconsin Workday Website](#) - Workday resources, news, and announcements.

[UW Taxpilot](#) - policies, procedures and other helpful resources.

[CIMA Tool](#) - assistance with navigating funding in Workday.

[UW Expense Reimbursement Receipt Reimbursement](#)

OK Cancel

6. Click **OK** to move forward with the Expense Report details.

Warning: If the header information needs to be updated later in the process, see [Edit Expense Report Header Information](#). However, once you click OK, the default funding, including additional worktags, can no longer be changed at the header level, and instead the funding for each expense line will need to be updated individually.

Adding Attachments

You must include attachment with Expense Report.

1. Click the **Attachments** tab.

Header **Attachments** Expense Lines

Save the expense report to review any errors before you submit.

Edit

2. Click **Edit**.

3. Click **Select Files** or drag and drop documents.

- Attach participant payment log

Do not include HIPAA-protected information in expense report and spend authorization attachments.

4. Click **Save**.

NOTE: Multiple attachments can be added.

Adding Expense Lines

Expense lines are added for each separate expense item for this report.

1. Click **Expense Lines** tab.
2. Click **Add**.
3. Click **Select Files** or drag and drop documents to add expense specific documents.
4. Enter or review data in required field.

NOTE: Additional fields may appear based on the expense item selected. Some fields may auto populate but can be updated as needed.

- a. **Expense Date**
 - b. **Expense Item:** “Research Subjects”
 - c. **Total Amount:** Enter amount for expense.
 1. You can enter **Quantity** and **Per Unit Amount** then that will calculate **Total Amount** or you can leave **Quantity** and **Per Unit Amount** as “1” and enter a **Total Amount**.
 - d. **Memo** – details about payment.
 1. Example: Research participant study payments
5. Complete required fields for **Item Details**.
 6. Click **Add** to include additional expense item lines and repeat items 3-5 for each added expense line.

7. Click **Submit**. After submitting, see **Next Steps** for more information.

Expense Line

Expense Date 03/06/2025

Expense Item Research Subjects

Quantity 60

Per Unit Amount \$0.00

Total Amount \$,000.00

Currency USD

Memo Research participant study payments

Company UWMMS University of Wisconsin Madison

Program Grant

Grant BR00040271 UWMMS COMMUNITY ORIENTATIONS OF SAFETY DURING MEDICAL HEALTH CRISIS RESPONSE

Project

Gift

***Cost Center** C000479 UWMMS Nursing Research

***Fund** F00000 Wisconsin Partnership Program

***Function** F00000 Research

Additional Workings

Instructions

Research Subjects

Cash payments to research subjects as part of an Institutional Review Board (IRB) approved research study.

Use the Gift Cards expense item on spend authorizations and expense reports for gift card purchases.

This expense item should be used in conjunction with the Cash Advance for Research Participant business purpose. On the end date of the related cash advance, the recipient will receive a 30-day step asking them to provide required tax reporting documentation to the UPR Specialist.

Do not include WFAA personnel information in expense reports or spend authorizations.

The **memo field** must include a business justification that explains why the expense was incurred and how the expense benefits the University. The justification must be sufficient for a third party (ex: post-pay auditor) to understand why the expense is an appropriate use of University funds.

Item Details

Number of Persons 60

Itemization

Use the button below only if your company's expense policy requires itemizations.

Submit **Save for Later** **Close**

8. If any balance is owed back to the university, the employee will get a questionnaire asking how they wish to pay back if balance is due and they mark the SA/CA as final. If they do not, any remaining balance will stay due, and the SA will remain open, unless someone closes the SA, can't close SA with an open CA balance.

Personal Expense or Cash Advance Repayment Questionnaire

Payment Option Selection - v2 - 0126 for Expense Report: ER-0000168716, Gian Compuesto on 03/06/2025 for \$2,500.00

Payment Option Selection

You have a balance due back to the University for either the unused balance on a Cash Advance or an expense item marked as a Personal Charge. Please indicate how you would like to have this money returned to the University by selecting one of the options below.

Payments withheld from future expense reports or payments by cash or check must be processed within 30 days. Failure to do so will result in the amount automatically being deducted from your next paycheck after the 30-day deadline passes. If you choose to deduct the amount from your paycheck, it will be reported to payroll immediately and will deduct from the next available paycheck.

☐ Payment withheld from next paycheck. This is only an option for currently payrolled employees.

☐ Payment by check or cash.

☐ Payment withheld from future expense report. This option is only available for paying back personal P-Card items. DO NOT select this option for unused Cash Advance balances.

Expense Report is reviewed by: -

- Expense Partner Review
- Worktag Manager
- Expense Advance Repayment Specialist

Research Participant Cash Advance Tax Reporting To-Do

The Employee, Expense Data Entry Specialist (if applicable), and Expense Operations Lead will receive a To-Do step in Workday on the end date of the spend authorization reminding them to provide the 1099 Specialist with required tax reporting information for the distributed funds.

Once tax reporting information has been submitted to the 1099 Specialist click **Submit**.

- If they will be provided at a future date, you may also click **Submit**, but please ensure that tax reporting information will be submitted to the 1099 Specialist.

Research Participant Cash Advance Tax Reporting To-Do

[Research Participant Tax Reporting](#)

For [Spend Authorization: SA-0000C](#)

Overall Process [Spend Authorization: SA-0000C](#) on [/2026](#) for [USD](#)

Overall Status Successfully Completed

Instructions
The spend end date for this cash advance for research participant payments has been reached. Review the disbursements and send all required tax reporting information to your 1099 Specialist.

This to-do step is sent to the recipient of the cash advance, the initiator (ie: Expense Data Entry Specialist) if different, and the Expense Operations Lead(s). Please work together to ensure all tax reporting requirements have been met. Once this is done, complete this to-do step by clicking Submit.

Do not attach HIPAA-protected information to expense reports or spend authorizations.

enter your comment



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