Introduction

Chapter 1
Introduction

Section Objectives

At the end of this chapter, you should have an understanding of:

- Benefits provided by the WePay™ system
- WePay™ users and roles
- Structure of the WePay™ application
- Use of cards for Subject payments
- Requirements for running WePay™ system
Introduction

The WePay™ application is an online system for paying research study participants via MasterCard™ prepaid debit cards.

Benefits

- Security
  - The WePay™ system replaces cash and check payments to study participants (Subjects), eliminating the risks associated with those methods.

- Legality
  - Federal law requires any organization paying over $600 a year in compensation to an individual to report that amount to the IRS as taxable income. The WePay™ system will track these payments and send a file to the University’s Payment Processing department for 1099 creation.
  - If a study participant does not have or will not provide a Social Security Number, the WePay™ application automatically withholds 28% (current rate) of the taxable portion of the payment, as required by federal law.

- Auditability
  - Monitoring and management of payments from research studies is organized and centralized by the WePay™ system.

Users

- Users are UPMC or University of Pittsburgh employees granted access within the WePay™ system.

Roles

WePay™ users can be assigned one of five roles:

- Administrative
  - Card Manager (CM) Role
  - Administrator (ADM) Role
  - Business Office Manager (BOM) Role

- Payment Issuing
  - Study Coordinator (SC) Role
  - Study Aide (SA) Role
Introduction

Structure

Before any payment can be made, the organizing structure must be in place. In the WePay™ system, that structure consists of both a **Project**, and a **Study** (or **Studies**) belonging to that Project.

- A Project belongs to an organization (Pitt or UPMC), identifies the Principal Investigator and records other details.
- A Project sets up the accounting structure for payments needed to properly charge Subject Compensation and Expense Reimbursement against the Project’s costs.
- A Study actually records those expenses against the Project as they are incurred.
- Each Study is linked to a parent Project, and stores Institutional Review Board (IRB) information and payment limits.
- Each WePay™ user can only see those Projects and Studies to which they have been granted access.

Cards

The debit cards issued by the WePay™ application are controlled and secured in two ways until they are issued to Subjects: (1) the physical cards themselves are stored securely, and (2) ownership of the cards is recorded in the WePay™ system.

- Cards are the responsibility of the WePay™ user, not departments, projects or studies.
- WePay™ users may own one to many thousands of cards.
- A procedure of assigning and accepting cards ensures that one person is identified as the owner of each card at all times.
- Any card owned by a WePay™ user can be issued to a subject from any study for which that user is authorized to make payments.

System Requirements

The WePay™ system requires the use of Microsoft web browser Internet Explorer 6.0, or later, running on a PC. No other browsers or operating systems are supported.

Users must have a UPMC NT Login ID before they can be granted access to the WePay™ system. The Office of Finance will assist University employees in this process upon receipt of a signed Confidentiality Agreement, a signed User Creation form and a copy of a valid University ID card. A copy of each of the above forms is included in the Appendix D. Users can contact the UPMC Help Desk at 412-647-HELP to verify a UPMC NT Login ID.
Introduction: Summary

WePay™ System

- Benefits provided by the WePay™ system
- WePay™ users and roles
- Structure of the WePay™ application
- Use of cards for subject payments
- Requirements for running the WePay™ system
- WePay™ Website Address