Mturk Payment Procedure for UIC Psychology Department

Step 1 – Request Program Advance
- Request a program advance using the UIC Psychology "Program Advance Request Form." Program advances can be requested in the name of the graduate student or the faculty sponsor. However, one person can only have one program advance open at a time.

- On the form be sure to include the Mturk fees into the amount request. If you are using regular Mturk, then the fees are 40% of the participant payment (e.g., $1 payment + $0.40 fee = total cost of $1.40 per participant). If you are using Microbatching through Turkprime the fees are 20% (e.g., $1 payment + $0.20 fee = total coast of $1.20 per participant). Please note MTurk Prime fees cannot be included on a program advance request.

- Ask the faculty sponsor which account should be used for the fund withdrawal.

- Submit program advance request to the contact in the department

Step 2 – Submit Program Advance through UIC TEM System
- Setup TEM account through Psychology IT department and designate the appropriate contact as a creator proxy for your account.

- You will receive an email once the program advance request is in the TEM system. Sign in to the system and submit the program advance. Wait for the advance to be approved (which might take a week or so).

- The funds will be deposited into the back account of the program advance requestor.

Step 3 – Use Funds
- Run your study(ies) and use the money.

Step 4 – Turn in Payment Receipt and Closeout Program Advance
- Download the .csv file from Mturk or Turkprime that lists the Mturk Worker IDs of your participants along with their payment received.
- Keep the Amazon Identifier column, the data and time of payment column, and the amount paid column. Add a column for the Mturk fee. Each row should now contain an amazon identifier or worker id, date and time, payment amount, and fee amount.
- Sum up the payment column and fee column to indicate clearly how much money went to participants (label this "participant payments") and how much went to fees (label this "participant cost-other"). These two amounts must add up to the total amount of the program advance. You may have to adjust the final participant payment to make the numbers add up.
- Fill out the Program Advance Closeout Form. Submit form and payment list to contact in the department
- You will receive an email when to submit the program advance closeout in TEM system