## GENERAL INFORMATION AND INSTRUCTIONS FOR COMPLETING A "PAYMENT TO INDIVIDUAL FOR SERVICES AND PAYMENT FOR SCHOLARSHIPS" FORM

## Requirements for Payments to Individuals:

The information presented below and on the following pages does not include the normal new vendor set up material. Check with Purchasing for details.

All payments to individuals must be signed by the appropriate Division Head or approved designee.

If you are paying a consultant for work on a grant, you must have an approved Request to Engage Consultant form attached.

In most cases, an honorarium is actually a payment for a specific service. If you are paying for a service, please use the appropriate section of the schedule for determining the documentation requirements. Use the applicable account code for that service.

For non-employees, see chart on the following pages.

Note that special rules, forms, documentation, etc. apply if the individual is a foreign national. Payroll must review before payment.

This schedule does not include regular Human Resource requirements such as I-9 and background checks.

## For employees:

Payments to employees should follow normal PA signature routing and will be paid through Payroll.

A "Payment to Individual for Services" form should only be used for an employee who provides services not related to his/her primary job assignment.

An example of supplemental pay would be an award.

If the payment is to an employee, the account code must start with a 6.

No payment to an employee for services should be made using a Direct Pay Form.

NOTE: One-time payments to employees are paid in Payroll. APS= Authorization to Provide Services

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General Service Type	Examples of Service Type	Required before work performed	Required for Payment	Employee	Contract Worker	Scholarship	
Guest Speakers	Visiting Faculty giving presentations	Independent contract	Payment to Individuals form with Invoice	No	Yes	No	A/P
Athletic Casual Labor	Camp Worker (Student) Game Day Worker (Non-professional)	None	PA & Time Sheet	Yes	No	No	Payroll
Athletic Interns	Sports Information Intern Sports Medicine Intern	PA	PA & Time Sheet	Yes	No	No	Payroll
Awards Faculty Awards Student (Employee) Awards Student (Non-employee)		None Approval to pay award Approval to pay award	Payment to Individual form, award approval, & copy of approved award criteria Payment to Individual form, award approval, & copy of approved award criteria Payment to Individual form, award approval, & copy of approved award criteria	Yes No No	No No No	No Yes Yes	Payroll Financial Aid Financial Aid
Entertainers	Musicians Comedians Singers Face Painters Disc Jockey Artist Freelance Photographer House Rendering Models Sculptor	APS & contract	Payment to Individuals form with Invoice and APS	No	Yes	No	A/P
SGA Officers and SGA Student Workers		None	PA & Timesheet	Yes	No	No	Payroll
Pep Band/Jazz Band		None	Scholarship Approval	No	No	Yes	Financial Aid
Student Band <u>other</u> than Pep Band	Graduation	None	Payment to individual form and signed list of students	No	Yes	No	A/P
Non-credit Instruction	Tutors Continuing Ed Classes Aerobic Instructors On site facilatator Site Director after school programs Tate and Lyle first responder instructor AMSTI Teachers SARIC Teachers	None	Payment to Individuals form with Invoice	No	Yes	No	A/P
Athletics Professional	High school coaches at camps Game Officials Announcers Clock Operator Scoreboard Operator	None	Payment to Individual form and either Invoice or signed assignment sheet	No	Yes	No	A/P

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