

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.

| General Service Type | Examples of Service Type | Required before work performed | Required for Payment | Employee | Contract Worker | Scholarship | Where Paid |
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