

## 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

General Service Type	Examples of Service Type	Required before work performed	Required for Payment	Employee	Contract Worker	Scholarship	Where Paid
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 <b>other</b> 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 facilitator 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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General Service Type	Examples of Service Type	Required before work performed	Required for Payment	Employee	Contract Worker	Scholarship	Where Paid
Professional Service	Outside consultant Marching Band Consultant Massage Therapy Acupuncture Police Detail for Security at Events Exam Assistants and Proctors Stump Remover Translator/Interpreter	APS & Contract	APS, Payment to Individual form and Invoice	No	Yes	No	A/P
Participants (School Teachers)	Bridges II Workshop AMSTI Science In Motion SARIC	None	Payment to Individual form or spreadsheet. Dept. maintains documentation	No	No	Yes	A/P
Participants Other	Patient Care Actor	None	Payment to Individuals form and signed Schedule	No	Yes	No	A/P
Student Service	Advocate Judge	None	PA and time sheet	Yes	No	No	Payroll
Center for Healthy Communities Participants	Undergraduate Research Program Stars Program Stripes Program	None	Payment to Individuals form and signed list of Students All three of these programs are considered to be Scholarships for tax purposes but Stipends for Grant purposes.	No No No	No No No	Yes No No	F/A, A/P or Payroll A/P A/P
Stipend for student research		None	Payment to Individual form and signed statement	No	No	Yes	Financial Aid
Travel Stipends		None	Payment to Individual form and signed statement	No	No	Yes	Financial Aid
Freshman Peer Seminar Leaders		None	PA and Time sheet	Yes	No	No	Payroll
Test Subjects	Clinical Trials	None	Payment to Individual form and signed verification	No	Yes	No	A/P
Freelance writer for Vanguard	Write articles for Vanguard	None	Payment to Individual form and signed verification	No	Yes	No	A/P
Project Cruise Loan Portion	Loan forgiven after service requirement	Project Cruise Agreement	Project Cruise Agreement (No 1099 Required)	No	No	Loan	A/P
Athletic Other	Sports Team Manager	None	Scholarship Approval	No	No	Yes	Financial Aid
	USA Coaches Camp Supplement	None	Payment to Individual form and signed statement from supervisory personnel.	Yes	No	No	Payroll
Dream Program	Participants	None	Payment to Individual Form and signed attendance sheet.	No	No	Yes	A/P