

MISCELLANEOUS PAYMENTS

Agenda

- > **Miscellaneous Payments Overview**
- > **Miscellaneous Payees**
- > **Demonstration - Screenshots**
- > **Final questions**

What we won't cover today:

- > **Miscellaneous Payments for Non-Employee Travel Reimbursement**
 - > **see Travel Office for Travel training**



Miscellaneous Payments

Miscellaneous Payments (MPs) are a way of making a one-time payment to Non-UW employees that are US Citizens and Foreign Nationals.

> **Not used for the purchase of goods**

See the Procurement Services website for the full list of Request Categories

> *Most common:* Honorarium and Service payments, Reimbursements

Workday security role: Miscellaneous Payment Data Entry Specialist



Miscellaneous Payments

Service Payments

- > How do you know if the service payment should be an MP vs Supplier Invoice?
- > These are all scenarios that would go down the supplier invoice route:
 - individual with recurring or multiple payments
 - payee is a company or organization (using an EIN)
 - payment amount exceeds the \$10K Direct Buy Limit

Workday security role: Miscellaneous Payment Data Entry Specialist

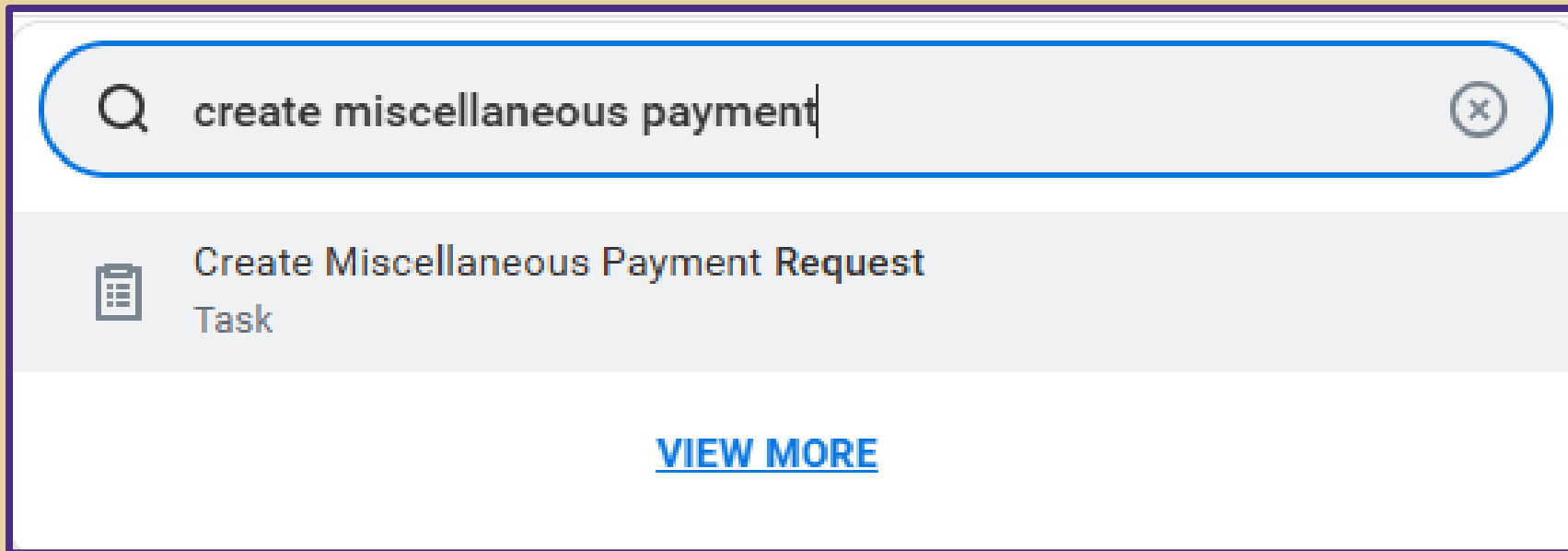


What is not allowed

	Instead Use
Individuals who have an active Supplier number	Requisition or Supplier Invoice Request
Service payment over the Direct Buy Limit	Requisition
Payment for goods (i.e. artwork or equipment)	Requisition or Supplier Invoice Request
Payment to a company or business using an EIN	Requisition or Supplier Invoice Request
Current Employees (Exception: Royalties & NIH Childcare Allowance)	Payroll or Expense Report (Exception: Royalties and Contingent Worker, and NIH Childcare Allowance) More information: Independent Contractor Policy
Student Employees	Workday
Former Employees	Will require review for appropriate classification. Contact TaxOfc@uw.edu .

Step 1: The Miscellaneous Payee

Creating Miscellaneous Payee Profile



Q create miscellaneous payment

Create Miscellaneous Payment Request
Task

[VIEW MORE](#)

W


Creating Miscellaneous Payee Profile

Create Miscellaneous Payment Request

Miscellaneous Payment Request (empty) Miscellaneous Payment Request Number (empty) Document Status (empty) Payment Status (empty) Requester Panetta, Vanessa

Primary Information

Document Date * 12/04/2024 

Company * 

Payee * 

Currency * 

Payment Type * 

Request Category * 

Due Date 

Handling Code 

Payment Details

Total Payment Amount 0

Control Total Amount

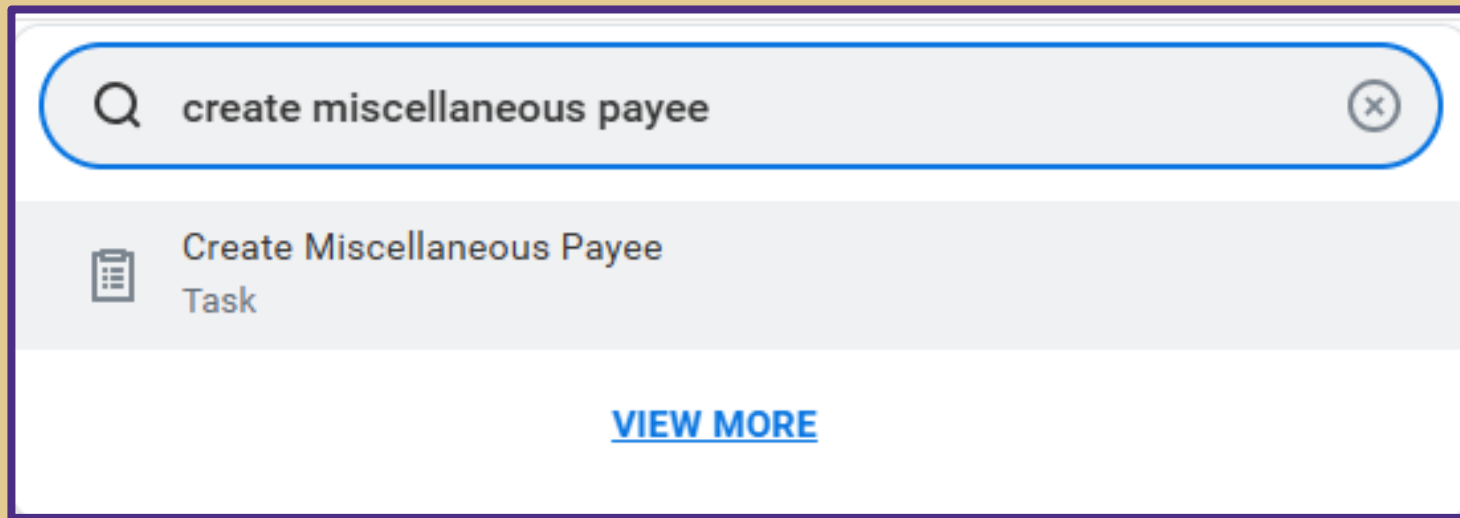
Memo

External Reference

Select already existing Miscellaneous Payee

Create a new Miscellaneous Payee

Creating Miscellaneous Payee Profile



Creating Miscellaneous Payee Profile

Create Miscellaneous Payee

Miscellaneous Payee (empty) Miscellaneous Payee ID (empty) Requester Panetta, Vanessa

Miscellaneous Payee Name *

Single Use Payee

Miscellaneous Payee Category *

Contact Information

Tax Information

Banking Information

Alternate Name

Attachments

Phone

Add

Address

Add

Email

Add

OK

Cancel

Creating Miscellaneous Payee Profile

Create Miscellaneous Payee

Miscellaneous Payee (empty) Miscellaneous Payee ID (empty) Requester **Panetta, Vanessa**

Miscellaneous Payee Name * Names should not contain any special characters (i.e. comma, apostrophe, parenthesis)

Single Use Payee Select if no future payments are expected to be made

Miscellaneous Payee Category * Claimant Domestic Payee Donor Foreign National Payee Patient Service Provider - not related to P2P Student Student - Foreign UWM Patient Refund Epic UWM Patient Refund Non-Epic zINT UWM Patient Refund Epic Import

Contact Information

Phone

Address

Email

Annotations:

- Names should not contain any special characters (i.e. comma, apostrophe, parenthesis)
- Select if no future payments are expected to be made
- One of the following four payee categories should be selected:
 - Domestic: U.S. Citizens or Resident Aliens
 - Foreign National Payees: Non-Resident Alien
 - Student: Non-UW students who are U.S. Citizens or Resident Aliens
 - Student – Foreign: Non-UW students who are Non-Resident Aliens

Creating Miscellaneous Payee Profile

Create Miscellaneous Payee

Miscellaneous Payee (empty) Miscellaneous Payee ID (empty) Requester Panetta, Vanessa

Miscellaneous Payee Name * Vanessa Panetta TEST

Single Use Payee

Miscellaneous Payee Category * x Domestic Payee ...

[Contact Information](#) [Tax Information](#) [Banking Information](#) [Alternate Name](#) [Attachments](#)

Phone

Add

Address

Add Address is required if you would like a check sent to the payee

Email

Add Email address or phone number is required if you are issues a Zelle Payment

OK Cancel

Creating Miscellaneous Payee Profile

“Remit to” – Check will be mailed here
“Tax Reporting” – Form 1099 will be mailed here

If there is no address with a Tax Reporting usage, the 1099 will be mailed to the Payee’s address that is flagged as primary

If address that check is sent to differs from where 1099 is sent to, mark accordingly

Address

Effective Date * 12/04/2024

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Usage

Type * Billing
 Mailing
 Procurement
 Remit To
 Shipping
 Tax Reporting

Primary

Use For

-
-
-

Address

Effective Date * 12/19/2024

Country *

Address Line 1 *

Address Line 2

City *

State *

Postal Code *

County

Usage

Type * Business

Primary

Use For

-

Visibility Public

Comments

Creating Miscellaneous Payee Profile

Address Line 1 * 1234 University St

Address Line 2

City * Seattle

State * Washington

Postal Code * 98105

County

Usage

Type * Business

Primary

Use For

- Billing
- Remit To
- Shipping
- Tax Reporting

Visibility Public

Comments

Remove

Add

OK

Cancel

Click "Add" to add another address

Click "OK" if you are done with the payee's profile

Creating Miscellaneous Payee Profile

Create Miscellaneous Payee

Miscellaneous Payee (empty) Miscellaneous Payee ID (empty) Requester Panetta, Vanessa

Miscellaneous Payee Name * Vanessa Panetta TEST

Single Use Payee

Miscellaneous Payee Category * × Domestic Payee ⋮

Contact Information **Tax Information** Banking Information Alternate Name Attachments

Tax Authority Form Type select one

Tax Document Date

FATCA

Tax IDs 0 items

	*Country for Tax ID Type	*Tax ID Type
No Data		

Tax information is required if payee is receiving \$600 or more of reportable income during calendar year

Select "1099 (MISC/NEC)" for Domestic Payees

Select "1042-S" for Foreign National Payees

Creating Miscellaneous Payee Profile

Miscellaneous Payee (empty) Miscellaneous Payee ID (empty) Requester Panetta, Vanessa 1 Alert

Miscellaneous Payee Name * Vanessa Panetta TEST

Single Use Payee

Miscellaneous Payee Category * Domestic Payee

Note: AP will verify tax information upon review

Contact Information **Tax Information** Banking Information Alternate Name Attachments

Tax Authority Form Type 1099 (MISC/NEC)

Alert: Enter a United States Tax ID and select it as Primary Tax ID for a 1099 Miscellaneous Payee.

Tax Document Date MM/DD/YYYY

FATCA

Tax IDs 1 item

	*Country for Tax ID Type	*Tax ID Type	Identification #	Transaction Tax ID	Primary Tax ID
	United States of America	U.S. Individual Taxpayer Identification Number (ITIN)	123456789	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Country should be United States of America
Tax ID Type should be US Individual Taxpayer Identification Number (ITIN)

Check off Primary Tax ID

The Identification # should be a Social Security Number, not an Employer Identification Number

Enter 9 digits, do **not** include dashes or spaces

OK Cancel

Creating Miscellaneous Payee Profile

Contact Information ⚠ Tax Information **Banking Information** Alternate Name Attachments

Settlement Bank Account 1 item ⚠ 1 Alert

+	*Account Information	Account Details	Intermediary Bank Accounts
-	<p>Account Nickname</p> <input type="text"/>	<p>Country *</p> <input type="text" value="United States of America"/>	0
	<p>Account Type *</p> <input type="text" value="Checking"/>	<p>Routing Transit Number *</p> <input type="text" value="123456789"/>	
	<p>Requires Prenote</p> <input type="checkbox"/>	<p>Bank Name *</p> <input type="text" value="Bank of America"/>	
	<p>Prenote Payment Type</p>	<p>Bank Identification Code</p> <input type="text"/>	
	<p>Inactive</p> <input type="checkbox"/>	<p>Account Number *</p> <input type="text" value="987654321"/>	
		<p>Bank Instructions</p> <input type="text"/>	
		<p>Bank Address</p> <input type="text"/>	

After you type in the country, Workday will show the required fields

General rule of thumb: bank name, account name, account number, SWIFT/BIC (if wire), routing number (if ACH), The IBAN helpful if payee has an EU bank)

Make sure the payee's bank can take USD. Some banks will require intermediary bank

Creating Miscellaneous Payee Profile

Contact Information **Tax Information** **Banking Information** Alternate Name Attachments

Settlement Bank Account 1 item

*Account Information		Account Details	Intermediary Bank Accounts
Account Nickname	<input type="text"/>	Country * <input type="text" value="Search"/> x United States of America	<input type="text" value="0"/>
Account Type *	x Checking	Routing Transit Number *	

Enter Intermediary Bank information

1

1 item

Order	*Bank Information	Bank Details	Bank Address
+ -	Country * <input type="text"/> Bank Name <input type="text"/> Bank ID <input type="text"/> Branch Name <input type="text"/> Branch ID <input type="text"/>	Account Number <input type="text"/> IBAN <input type="text"/> Bank Identification Code <input type="text"/> Bank Instructions <input type="text"/>	Address <input type="text"/> <input type="button" value="Add"/>

Creating Miscellaneous Payee Profile

Create Miscellaneous Payee

Miscellaneous Payee (empty) Miscellaneous Payee ID (empty) Requester Panetta, Vanessa 1 Alert

Miscellaneous Payee Name * Vanessa Panetta TEST

Single Use Payee

Miscellaneous Payee Category * Domestic Payee

Contact Information ⚠ Tax Information Banking Information **Alternate Name** Attachments

Alternate Name 1 item

	Name *	*Alternate Name Usage
-	Vanessa Smith	1099 Recipient

You have the option to enter an Alternate Name if applicable. For example, if the name on payee bank account differs from their legal name used for 1099 reporting purposes.

Creating The Miscellaneous Payment

Edit Miscellaneous Payee

Miscellaneous Payee Miscellaneous Payee ID MPE-00298883 Requester Panetta, Vanessa

Miscellaneous Payee Name *

Single Use Payee

Miscellaneous Payee Category *

Contact Information Tax Information Banking Information Alternate Name **Attachments**

Please do not attach documents to the payee's Workday profile

Attachments

Drop files here

or

Select files

Step 2: The Miscellaneous Payment

Creating The Miscellaneous Payment

Create Miscellaneous Payment Request



Miscellaneous Payment Request (empty) Miscellaneous Payment Request Number (empty) Document Status (empty) Payment Status (empty) Requester Panetta, Vanessa

Primary Information

Document Date * 12/04/2024

Company *

Payee *

Currency *

Payment Type *

Request Category *

Due Date

Handling Code

Payment Details

Total Payment Amount 0

Control Total Amount

Memo

External Reference

Lines Miscellaneous Fields Attachments

Lines 1 item



	Order	*Company	Item	Item Description	*Spend Category	Quantity	Unit Cost	* Extended Amount	Memo	Grant	

Submit

Save for Later

Cancel

Creating The Miscellaneous Payment

Create Miscellaneous Payment Request

Miscellaneous Payment Request (empty) Miscellaneous Payment Request Number (empty) Document Status (empty) Payment Status (empty) Requester Panetta, Vanessa

Primary Information

Document Date * 12/04/2024

Company * UW1861 University of Washington

Payee * Vanessa Panetta TEST

Currency * USD

Payment Type * Search

Request Category * ACH Cash Check Credit Card WD Invoices (Manual) Direct Deposit ePayables (BofA) HMC-ACH HP24 Credit Card JP Morgan Chase - Multi Use Account JP Morgan Chase - Single Use Account Letter of Credit

Due Date

Handling Code

Payment Details

Total Payment Amount 0.00

External Reference

Lines 1 item

Order	Item Description	*Spend Category	Quantity	Unit Cost	* Extended Amount	Memo	Grant

Submit Save for Later Cancel

Make sure correct Company is selected

- UW1861 (if UW Academy) or School of Medicine

Miscellaneous Payments can only be processed using USD currency

Possible Payment Type: Check, ACH, or Wire

- ACH is for domestic banks only
- Check can be sent directly to payee or through campus mail

Zelle Payment Type can also be used for Research Subject payments

Creating The Miscellaneous Payment

Create Miscellaneous Payment Request

Miscellaneous Payment Request (empty) Miscellaneous Payment Request Number (empty) Document Status (empty) Payment Status (empty) Requester Panetta, Vanessa

Primary Information

Document Date * 12/04/2024

Company * UW1861 University of Washington

Payee * Vanessa Panetta TEST

Currency * USD

Payment Type * Check

Request Category * Search

- Award
- Dentistry Patient Refund
- Honorarium
- ICA Travel
- Insurance
- Non-Employee Travel
- Non-UW Scholarship
- Patient Refund Epic Manual
- Patient Refund Epic SA241
- Patient Refund Epic Wire
- Patient Refund Non-Epic

Payment Details

Total Payment Amount 0.00

Control Total Amount 0.00

Memo

External Reference

Due Date

Handling Code

Lines 1 item

Order	Item Description	*Spend Category	Quantity	Unit Cost	* Extended Amount	Memo	Grant
-------	------------------	-----------------	----------	-----------	-------------------	------	-------

Submit Save for Later Cancel

Select applicable request category. AP will review documentation and attachments and make sure it lines up with the request category selected.

Request Categories

Request Category	Definition	Example
Honorarium	Small thank you payment for a lecture/talk, address, or colloquium	<ul style="list-style-type: none">• Guest lecturer• Sitting on a panel
Service	Personal service performed that requires payment	<ul style="list-style-type: none">• Consulting• Editing/reviewing• Teaching non-UW course
Reimbursement	payment to non-UW employees for payment of expenses made on behalf of UW	<ul style="list-style-type: none">• Individuals pays for food for an office party
Refund	Pre-approved transfers of owed money to non-UW payees <ul style="list-style-type: none">• These are <i>not</i> true payments, the payee will not recognize these as income	<ul style="list-style-type: none">• Refund of deposits• Anything completed as a manual check request pre-Workday
Stipend	Payments made to individuals to support a training/learning experience and defray living expenses	<ul style="list-style-type: none">• Amount paid to an individual participating in a UW summer program during the duration of the program

Request Categories

Request Category	Definition	Example
Award/Prize	Payment in recognition for a special achievement. Typically, there is no stipulation on how to use these funds.	<ul style="list-style-type: none">Winning 1st place in a competition
Non-UW Scholarship	Scholarships to non-UW students, such as a department awarding a scholarship to a student from another school. Scholarships should be intended to be used towards educational expenses (i.e tuition, fees, books, and supplies required for enrollment)	<ul style="list-style-type: none">Amount paid to a non-UW student for attending a UW Summer Program to be applied towards enrollment fees and supplies
Research Subjects	Small payments to individuals who participated in a research project for purposes of recruitment or encouragement for participation	<ul style="list-style-type: none">\$20 thank-you payment made to an individual who participated in a study
Royalties	Payment to the legal owner of a property, patents or copyrighted work for the right to use intellectual property	<ul style="list-style-type: none">Payment to an author for use of published work



Creating The Miscellaneous Payment

Create Miscellaneous Payment Request

Company *

Payee *

Currency *

Payment Type *

Request Category *

Due Date

Control Total Amount

Memo

External Reference

Handling Code

Lines 1 item

Order	Quantity	Unit Cost	* Extended Amount	Memo	Grant
	0	0.00	0.00		

enter your con

If the check will be sent to the payee's address within the United States, leave the Handling Code blank

Handling Code options:

- Campus Mail – if you want the check sent to your campus mailbox
- HOLD-Pickup – if you want to pick up the check
- Foreign Payment - payee has foreign address

Creating The Miscellaneous Payment

Create Miscellaneous Payment Request

Currency * External Reference

Payment Type *

Request Category *

Due Date

Handling Code

Lines Miscellaneous Fields Attachments

Lines 1 item

Order	*Company	Item	Item Description	*Spend Category	Quantity	Unit Cost	* Extended Amount	Memo	Grant
	<input type="text" value="UW1861 University of Washington"/>			<input type="text" value="Honorarium (SC1632)"/>	<input type="text" value="1"/>	<input type="text" value="20.00"/>	<input type="text" value="20.00"/>	<input type="text" value="Honorarium Payment for Speaker"/>	

enter your comment

This should match what is entered in the Header. If additional information is needed for each Line Item, you can add it in the Memo field

Make sure the Company selected in each Line Item matches the Company that was selected in the Header (under the Primary Information at the top)

Refer to the MP Job Aid for a list of Spend Categories allowable for Miscellaneous Payments

Spend Category

- > **It is generally up to the department to determine what Spend Category is the most fitting**
- > **For Service payments, the Spend Category should be 1099 reportable**
 - Refer to the list in the job aid for a list of spend categories that are allowable with MPs
 - The list outlines which Spend Categories are 1099 reportable
- > **Spend Categories that are 1099 reportable will require the payee's tax information, even if the amount of payment is less than \$600**
 - If the payee's tax information is not required, enter 9 zeros in the SSN field to bypass the error from Workday



Creating The Miscellaneous Payment

Create Miscellaneous Payment Request

Currency *

Payment Type *

Request Category *

Due Date

Handling Code

External Reference

Refer to your department for Worktag information
The company should correlate with the Cost Center and funding Worktags that are going to be used for the payment

Lines Miscellaneous Fields Attachments

Lines 1 item

Unit Cost	* Extended Amount	Memo	Grant	Gift	Program	Cost Center	Resource	*Additional Worktags
20.00	20.00	Honorary Payment for Speaker	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

enter your comment

Creating The Miscellaneous Payment

Create Miscellaneous Payment Request

Payment Type *

Request Category *

Due Date

Handling Code

Lines **Miscellaneous Fields** Attachments

Miscellaneous Field 1	Leslie Knope
Miscellaneous Field 2	
Miscellaneous Field 3	
Miscellaneous Field 4	
Miscellaneous Field 5	
Miscellaneous Field 6	
Miscellaneous Field 7	356789
Miscellaneous Field 8	
Miscellaneous Field 9	

Enter contact name of the UW Employee who can address any questions related to the request

If "Campus Mail" is selected as the Handling Code, enter the campus mailbox

Creating The Miscellaneous Payment

Primary Information

Document Date 12/04/2024

Company UW1861 University of Washington

Payee Vanessa Panetta TEST

Currency USD

Payment Type Check

Request Category Honorarium

Due Date (empty)

Handling Code Foreign Payment

Lines **Miscellaneous Fields**

Miscellaneous Field 1	Leslie Knope
Miscellaneous Field 2	B-1 Visa
Miscellaneous Field 3	Yes
Miscellaneous Field 4	No
Miscellaneous Field 5	Yes
Miscellaneous Field 6	No

Miscellaneous Fields 2-6 are only required if the payee is Foreign National Payee

- **Misc Field 2:** visa type
- **Misc Field 3:** Did the foreign payee perform the activity within the U.S.?
- **Misc Field 4:** Has Form 8233 been collected?
- **Misc Field 5:** Has Form W-8BEN been collected?
- **Misc Field 6:** Has Form W-8BENE been collected?

Creating The Miscellaneous Payment

Create Miscellaneous Payment Request

Payment Type *

Request Category *

Due Date

Handling Code

Lines Miscellaneous Fields **Attachments**

Attachments

Drop files here

or

Select files

enter your comment

Attach any relevant documents.
Note: Invoices are required for Service payments, receipts are required for Reimbursement payments

For all other Payment Types (i.e. Honorary, Stipend, Awards), attachments are highly recommended to assist AP's review

Examples of acceptable attachments:

- Invoices
- Receipts
- Honorary invitation letters
- Stipend letter
- Award letters

Attachments should not contain personal information, such as tax information or banking information

Creating The Miscellaneous Payment

Create Miscellaneous Payment Request

Payment Type *

Request Category *

Due Date

Handling Code

Lines Miscellaneous Fields **Attachments**

Attachments

Drop files here

If you are not done with the MP, click Save For Later. All changes will be saved.


If you are done with the MP, click Submit. The MP will be routed through approvals. The typical approve flow is as follows:
Initiator → Cost Center Manager → Shared Environment Requisition Specialist → Accounts Payable

- If the MP is charged to a grant worktag, it will route to a Grant Manager for approval

enter your comment

Creating The Miscellaneous Payment

View Miscellaneous Payment Request


Miscellaneous Payment Request  **Miscellaneous Payment Request Number** MP-00225823 **Document Status** Draft **Payment Status** Unpaid **Requester** Panetta, Vanessa

Primary Information

Document Date 12/04/2024
Company UW1861 University of Washington
Payee Vanessa Panetta TEST
Currency USD
Payment Type Check
Request Category Honorarium
Due Date (empty)
Handling Code Campus Mail


Payment Details

Total Payment Amount 20.00
Control Total Amount 20.00
Memo Honorarium Payment for Speaker Presentation given on 10/31/2024 to ACC101 Class
External Reference (empty)

Lines 1 item 

After either submitting or saving the MP, a MP# will be created.
IMPORTANT: Make sure to note this MP# somewhere so you can refer to it later

Creating The Miscellaneous Payment

MENU 

Q MP-00225823

View Miscellaneous Payment Request

Miscellaneous Payment Request

Primary Information

Document Date 12/04/2024

Company UW1861 University of W

Payee Vanessa Panetta TEST

Currency USD

Payment Type Check

Request Category Honorarium

Due Date (empty)

Handling Code Campus Mail

Lines 1 item

Request Line	Company
Q	UW1861 University of Washington

Actions

- Miscellaneous Paymen... >
- Budget Date >
- Favorite >
- Integration IDs >

Miscellaneous Payment Request

- Edit
- Add/Change Attachment
- Add Attachment
- Cancel

Payment Status Unpaid Requester Panetta, Vanessa

Primary Information

Document Date 12/04/2024

Company UW1861 University of Washington

Payee Vanessa Panetta TEST

Currency USD

Payment Type Check

Request Category Honorarium

Due Date (empty)

Handling Code Campus Mail

Payment Details

Total Payment Amount 20.00

Control Total Amount 20.00

Memo Honorarium Payment for Speaker Presentation given on 10/31/2024 to ACC101 Class

External Reference (empty)

To make changes to an MP that you saved for later, search up the MP# in the Workday search bar and select "Edit"

Creating The Miscellaneous Payment

You can make changes to the Miscellaneous Payee's profile up until the MP is paid

View Miscellaneous Payee

Miscellaneous Payee

Miscellaneous Payee Name

Payee is Inactive

Single Use Payee

Miscellaneous Payee Category

Unpaid Miscellaneous Payment F

Contact Information

Actions

- Miscellaneous Payee
- Edit
- Favorite
- Integration IDs
- Payment

Miscellaneous Payee

Miscellaneous Payee ID: MPE-00298883

Requester: Panetta, Vanessa

Miscellaneous Payee Name: Vanessa Panetta TEST

Payee is Inactive: No

Single Use Payee: Yes

Miscellaneous Payee Category: Domestic Payee

Address 1 item

Address	Usage	Visibility	Effective Date
1234 University St Seattle, WA 98105 United States of America	Business (Primary) Billing Remit To Shipping Tax Reporting	Public	12/04/2024

Foreign Payments

Make sure the correct Miscellaneous Payee Category is selected

View Miscellaneous Payee

Miscellaneous Payee 🔍 Miscellaneous Payee ID MPE-00298883 Requester Panetta, Vanessa

Miscellaneous Payee Name Vanessa Panetta TEST

Payee is Inactive No

Single Use Payee Yes

Miscellaneous Payee Category **Foreign National Payee**

Unpaid Miscellaneous Payment Request 0

[Contact Information](#) [Tax Information](#) [Alternate Names](#)

Address 1 item

Address	Usage
1234 University St Seattle, WA 98105 United States of America	Business (Primary) Billing

View Miscellaneous Payee

Miscellaneous Payee 🔍 Miscellaneous Payee ID MPE-00298883 Requester Panetta, Vanessa

Miscellaneous Payee Name Vanessa Panetta TEST

Payee is Inactive No

Single Use Payee Yes

Miscellaneous Payee Category **Student - Foreign**

Unpaid Miscellaneous Payment Request 0

[Contact Information](#) [Tax Information](#) [Alternate Names](#)

Address 1 item

Address	Usage
1234 University St Seattle, WA 98105 United States of America	Business (Primary) Billing

Foreign Payments

Select the "Foreign Payment" Handling Code if the check is being sent to the payee's address and they live outside of the United States.

Miscellaneous Payment Request 🔍 Miscellaneous Payment Request Number MP-00225823

Primary Information

Document Date 12/04/2024

Company UW1861 University of Washington

Payee Vanessa Panetta TEST

Currency USD

Payment Type Check

Request Category Honorarium

Due Date (empty)

Handling Code Foreign Payment

Lines 1 item

Request Line	Company	Item	Spend Category
🔍	UW1861 University of Washington		Honorarium (SC1632)



Foreign Payments

Primary Information

Document Date 12/04/2024
Company UW1861 University of Washington
Payee Vanessa Panetta TEST
Currency USD
Payment Type Check
Request Category Honorarium
Due Date (empty)
Handling Code Foreign Payment

Lines Miscellaneous Fields

Miscellaneous Field 1 Leslie Knope

Miscellaneous Field 2 B-1 Visa

Miscellaneous Field 3 Yes

Miscellaneous Field 4 No

Miscellaneous Field 5 Yes

Miscellaneous Field 6 No

Make sure Miscellaneous Fields 2-6 are completed



Foreign Payments

Use our checklists to determine what documents are required

Checklists

Operations

- Facilities Review ([Form](#))
- Facilities Safety and Security Inspection ([Checklist](#))

Payments

- Award, Prize or Research Subjects ([Checklist](#))
- Employee Wages ([Checklist](#))
- Honorarium ([Checklist](#))
- Independent Contractor and Performer Services ([Checklist](#))
- Living Allowance (no honorarium) ([Checklist](#))
- Non-UW Scholarship ([Checklist](#))
- Royalty ([Checklist](#))
- Scholarship or Fellowship Award (*paid through Student Fiscal Services*) ([Checklist](#))
- Services Payments to Foreign Entities ([Checklist](#))
- Stipend ([Checklist](#))

For security reasons, all required documents should be uploaded to our DocuSign portal . Do NOT attach on Workday.

After you submit the MP, Workday will give you a to-do with the link to the DocuSign Portal. The link can also be found on our website.

Procurement Services

Miscellaneous Payment, Nonresident Alien supporting document upload



The following form will ask you to enter a Workday Miscellaneous Payment ID to identify a payment request and then attach supporting documents to submit to Procurement Services.

Please enter Miscellaneous Payment ID provided in Workday (ex: MP-00000123):

Continue

Foreign Payments

SUMMARY OF TEMPORARY VISA CLASSIFICATIONS									
Categories	Visa Status	Visa Type/Purpose	Employment Eligibility	Payment as an Independent Contractor	Honorarium	Performance	Expense/Travel Reimbursements (Qualified Plan)	Prize or Award	Scholarship or Fellowship
Non-Employees/Guests	A-1	Diplomat or International Government Official	No	No	No	No	Yes	No	No
	A-2	Dependent of Diplomat	No	No	No	No	Yes	No	No
	B-1	Visitor/Business	No	No	Yes (1)	No	Yes	Yes (3)	No
	B-2	Visitor/Pleasure	No	No	Yes (1)	No	Yes	Yes (3)	No
	E-3	Temporary Worker in a Specialty Occupation	No (4)	No	No	No	Yes	No	No
	G1/G4	Representative of International Organization	No	No	No	No	Yes	No	No
	H-1B	Temporary Worker	No (4)	No	No	No	Yes	No	No
	H-4	Spouse of H-1B	No	No	No	No	Yes	No	No
	O-1	Extraordinary Ability	No (4)	No	No	Yes	Yes	No	No
	O-3	Spouse of O-1	No	No	No	Yes	Yes	No	No
	P-1	Athlete/Entertainer Group	No	No	No	Yes	Yes	No	No
	P-2	Athlete/Entertainer Under Reciprocal Exchange Program	No	No	No	Yes	Yes	No	No
	P-3	Culturally Unique Entertainers	No	No	No	Yes	Yes	No	No
	TD	Spouse of TN	No	No	No	No	Yes	No	No
	TN	Trade NAFTA	No	No	No	No	Yes	No (4)	No
	WB	Visa Waiver for Business	No	No	Yes (1)	No	Yes	Yes (3)	No
	WT	Visa Waiver for Tourist	No	No	Yes (1)	No	Yes	Yes (3)	No
	UW Employees / Sponsored by UW	H-1B	Temporary Worker	Yes	No	No	No	Yes	No
O-1		Extraordinary Ability	Yes	No	No	No	Yes	No	No
E-3		Temporary Worker in a Specialty Occupation	Yes	No	No	No	Yes	No	No
TN		Trade NAFTA	Yes	No	Yes (5)	No	Yes	Yes	No
Students and Scholars Sponsored by Non-University of Washington Institution**	F-1	Student	Yes (7)	No	Yes (7)	No	Yes	Yes	Yes
	F-1-OPT	Optional Practical Training	Yes (7)	Yes	Yes (7)	No	Yes	Yes	Yes
	F-1-CPT	Curricular Practical Training	No	No	No	No	Yes	Yes	No
	F-2	Spouse of F-1	No	No	No	No	Yes	Yes	No
	J-1	Student	Yes (7)	No	Yes (7)	No	Yes	Yes (7)	Yes (7)
	J-2	Spouse of J-1	No	Yes (8)	Yes (8)	No	Yes	Yes	No
	J-1	Professor/Researcher	Yes (7)	Yes (7)	Yes (7)	No	Yes	Yes (7)	No
	J-1	Short-Term Scholar	Yes (7)	Yes (7)	Yes (7)	No	Yes	Yes (7)	No
Students and Scholars Sponsored by UW	F-1	Student	On-Campus: Yes Off-Campus Yes (6)	No	Yes (6)	No	Yes	Yes	Yes
	J-1	Student	Yes	No	Yes (6)	No	Yes	Yes	Yes
	J-1	Professor/Researcher	Yes	Yes (6)	Yes (6)	No	Yes	Yes	Yes
	J-1	Short-Term Scholar	Yes	Yes (6)	Yes (6)	No	Yes	Yes	Yes



Special Considerations – Research Subjects

- > **Tax info not required if payments are less than <\$600**
 - These will bypass central office review
- > **Please keep track of payments made to the same recipient**
 - If payments exceed \$600, department is responsible for obtaining tax information
- > **Please communicate with research subject and be aware if they are receiving payments from other departments**
 - If they have had payments made to them already, please make sure you are using the same Miscellaneous Payee profile. Do not create a new one
- **If using Zelle, include the payee's phone number *OR* email address**
 - Entering both will cause an issue with the payment



Special Considerations – Other

- > Reimbursements
- > Travel (reimbursable vs non-reimbursable)
 - Non-Employee Travel (SC2566) *reimbursable*
 - Non-Employee Travel 1099 (SC2567) *non-reimbursable*



Resources

Procurement Services Miscellaneous Payment webpage

PROCUREMENT SERVICES

Home / [How to Pay](#) / Miscellaneous Payments

Miscellaneous Payments

Miscellaneous Payments are a way of making a one-time payment to Non-UW employees that are US Citizens, Resident Aliens and Nonresident Aliens in Workday. Non-UW individuals with recurring or multiple payments will need to register as a vendor and pay through other Workday modules.

Visit the [Global Operations Support](#) website for more information about paying **foreign nationals**.

In Workday:

- Review job aid [AP-J-01 How to Perform Miscellaneous Payments in Workday](#) in [UW Connect Finance Portal](#)
- Security role needed:** Miscellaneous Payment Data Entry Specialist
- Please refer to the job aid for a list of spend categories that are allowable to use and the tax reportability.

Helpful Reports in Workday:

- View Miscellaneous Payee
- Miscellaneous Payment Search R1372

How to Pay

- Invoicing
- System Receiving
- Supplier Invoice Request
- Miscellaneous Payments**
- Payment Status and Check Cancellation
- Expense Reports
- Moving Expenses
- Field Advances
- Research Subjects
- Receipt Policy

information: [Independent Contractor Policy](#)

[Workday](#)

Will require review for appropriate classification. Contact TaxOfc@uw.edu.

- ▼ **Miscellaneous Payee Best Practices**
- ▼ **Miscellaneous Payments Best Practices**
- ▼ **Other Considerations**

[Back to Top](#)

Questions?

Thank You!
