

# Payments to Individuals (P2I)

PROCUREMENT SERVICES  
WEBCAST TRAINING SERIES-10/13/21

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# What is a Payment to Individual?

Payment to Individuals (P2I) is a form in Ariba providing users a means of making a payment to individuals that are US Citizens, Resident Aliens and Nonresident Aliens (NRA).

- Each will have a transaction ID starting with XP.

Payment to Individual

XP77484: Untitled Payment to Individual

Enter a title.

1 Title

2 Add Items

3 Summary

Title: \*

Citizenship Status: \*

Type of Payment: \*

**Privacy Notice:** [If the payee provides personal data to process this submission while residing in the European Union, please provide that payee with the EU GDPR Privacy Notice for Ariba Submissions for Individuals](#)

My Labels: [Apply Label...](#)

◀ Prev Next ▶ Exit

◀ Prev Next ▶ Exit

## For Use When:

- Payment to an individual for a service
- For 2 payments per individual, per calendar year
  - If more than 2 payments are expected, contact [eprocare@uw.edu](mailto:eprocare@uw.edu) for guidance on best course of action
- An individual does not exist already in the vendor file
- Individual is not a UW employee (check Workday, student employees will not be visible)

## Getting Started:

- 9 different payment types available.
- All payment types have an account code assigned in Ariba. This cannot be changed.
- Every year, the University of Washington reports all payments made to 1099 reportable suppliers/individuals on form 1099 MISC.
- UW staff with a UW Net ID can initiate a P2I, approvals required from department and central office.

## What to Know Before You Begin



## Payment Types



## Approvals





# What to Know Before You Begin

# What To Know Before You Begin:

- Have SSN ready for every US citizen and resident alien
  - If NRA payee does not have a TIN, you will enter all zeros in the tax ID field
- Have a permanent address for all payees
- Submit no earlier than two weeks before service date
- Separate out travel into an Expense Report (ER)
- All payments are made by check
  - Wire transfer option available for NRA

# Attachments:

Collect all required attachments in advance:

- Invoice: required if payment is for services
- Honoraria: try to include brochure or printed document
- Optional attachments: 1631 and 1632
  - Helpful for planning
  - <https://finance.uw.edu/ps/resources/forms>
- Do not attach anything in Ariba with SSN or sensitive information



## NRA Attachments:

- Check global operations for checklists:
  - <https://finance.uw.edu/globalsupport/payment-flowcharts-checklists>
- Do not attach in Ariba
- All required documents need to be submitted together at the same time in the Document Portal (DocuSign), link is in Ariba.
- You cannot view the attachments in DocuSign after submitting.

# What To Know Before You Begin:

## Types of Payments that Do Not Go Through P2I

Payment Type	Instead Use
Individuals who have an active vendor number	<a href="#">Non-Catalog Ordering</a> or <a href="#">Non-PO Invoice Payment</a>
Payment for goods (i.e. artwork or equipment)	<a href="#">Non-Catalog Ordering</a> or <a href="#">Non-PO Invoice Payment</a>
Payment to a company or group	<a href="#">Non-Catalog Ordering</a> or <a href="#">Non-PO Invoice Payment</a>
Honoraria related travel	<a href="#">eTravel</a>
Current Employees (Exception: Royalties)	<a href="#">Payroll</a> or <a href="#">eReimbursement</a> (Exception: Royalties and Contingent Worker) More information: <a href="#">Independent Contractor Policy</a>
Student Employees	<a href="#">Workday</a>
Former Employees	Will require review for appropriate classification. Contact <a href="mailto:vcontrol@uw.edu">vcontrol@uw.edu</a> .
Clubs or groups assisting at UW athletic games	<a href="#">Non-PO Invoice Payment</a>
Payment to Research Subjects that are US Citizens or Resident Aliens.	Revolving Fund, Field Advance, or Gift Card



# Types of Payments

# Honoraria:

An honorarium is an amount of money paid to a professional person for which fees are not legally or traditionally required in recognition of a special service.

## Examples:

- Lecture
- Address



**Note:** Please provide a detailed description of the honorarium, such as talk name, speaker series, and/or date. A brochure or printed document would be most helpful.

What it is not: Personal Services or consulting services such as analyzing, design, planning, facilitating, interpretation, marketing, performing, programming or organization development, research or scientific studies, strategic planning, video production, organizational assessment, quality assurance, editing or reviewing.

# Services:

Used to pay personal services (excluding Honoraria)

Examples are:

- Consulting
- Design
- Analyzing
- Editing/Reviewing
- Strategic planning

Attaching an invoice is required.



# Awards/Prizes:

Used to pay awards and prizes for Non-UW Employees.

Can be used for UW Students **only** if there is no stipulation on how funds are to be used by the student.

<https://finance.uw.edu/tax/fed-taxes/student-prizes-and-awards>

Example:

- Winning a judged competition





## Non-UW Scholarships:

Used to pay scholarships to Non-UW students or Non-UW employees, such as a department awarding a scholarship to a student attending a different school or paying a Non-UW individual for participating in a training or conference.

Example:

- Scholarship to participate in a training that is funded by an outside organization.



# Performers:

Used to pay for artistic performances to UW Students and Non-UW Individuals. **Not** intended for groups or current UW employees.

Examples:

- Musical performances (popular during graduation ceremonies)
- Dance recitals





## Stipend:

A payment that is made to an individual to support a training or learning experience. This is a non-compensatory payment to defray living expenses during the period of a UW program. For a payment to be considered a Stipend, certain criteria must be met. Stipends are not considered wages if they are payment for a training or learning experience and not a payment for services rendered.

Example:

- Payment to cover living expenses while participating in a rural nursing program



# Research Subjects:

Non-Resident Alien only: Research projects involving human subjects

Example:

- Offer a small payment to the research subjects for purposes of recruitment or encouragement for participation in the project.



# Royalties:

Payment to legal owner of a property, patent or copyrighted work for the right to use the intellectual or physical assets owned by the licensor.

Example:

- Using a photographer's picture in a publication.



## Associated Expenses:

Visible on the payment list, but not used anymore.

For expense reimbursements, use eReimbursement (XR) in Ariba.



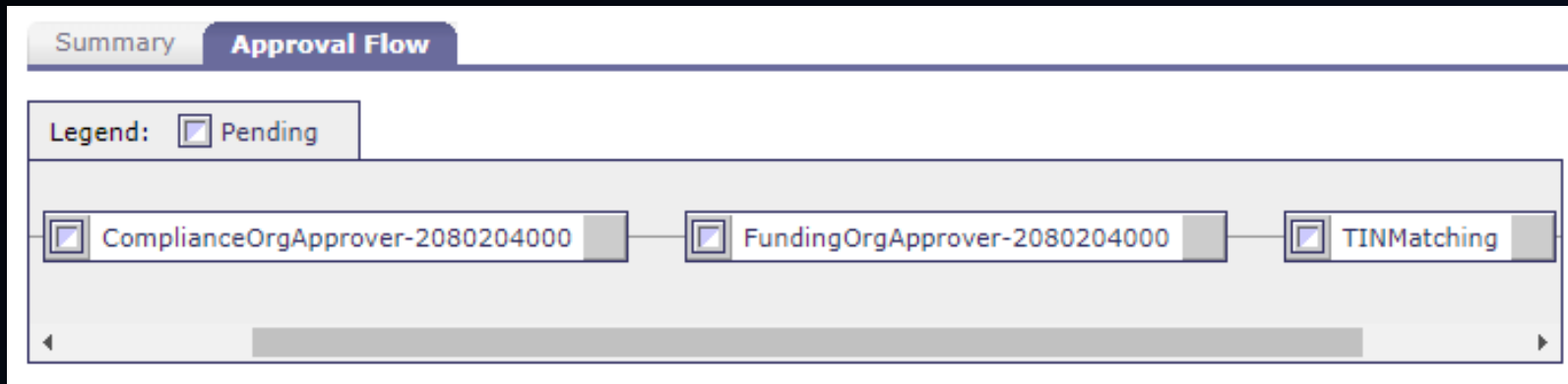
# Approvals



# Process Flow

- A department approver will need to approve each P2I.
- Tax ID verification called “TIN Matching” is required by central office for every P2I.
- Any P2I over the Direct Buy Limit will be reviewed by Purchasing.

# Approval Flow



Click  
Submit  
in Ariba



Department  
Funding  
Approver  
reviews &  
approves



Central Office  
ITIN Matching  
Approver  
reviews &  
approves



Payment  
issued  
within 48  
hours

# Demonstrations

- US Citizen
- NRA



# Resources

Payments to Individuals Page:

<https://finance.uw.edu/ps/how-to-pay/payments-to-individuals>

Ariba Webpage:

<https://finance.uw.edu/ps/how-to-buy/ariba>

Ariba Login:

<https://finance.uw.edu/ps/>

Online Learning and How to Guides:

<https://finance.uw.edu/ps/resources/training/tutorials>

Global Operations:

<https://finance.uw.edu/globalsupport/home>



## Questions?

Remember to send to “Everyone” when using the chat