

HOW TO PERFORM MISCELLANEOUS PAYMENTS IN WORKDAY – QUICK REFERENCE GUIDE (QRG)

Reference guide on how to perform miscellaneous payments in Workday

HOW TO PERFORM MISCELLANEOUS PAYMENTS IN WORKDAY

Quick Reference Guide

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide detailed instructions for creating a Miscellaneous Payment Request for goods or services to non-UW employee. These are typically one-time payments to individuals who are not registered as a UW supplier.

This document will cover:

1. [Create Miscellaneous Payment Request](#)
2. [Miscellaneous Payment Requests for Non-UW Employee Travel](#)
3. [Miscellaneous Payment Categories in Workday](#)
4. [Miscellaneous Payment Request Spend Categories](#)

Audience

- > Accounts Payable Data Entry Specialist
- > Accounts Payable Settlement Specialist
- > Shared Environment Expense Specialist
- > Shared Environment Requisition Specialist
- > Expense Data Entry Specialist (UWA)
- > Requisition Requester (UWM)

CREATE MISCELLANEOUS PAYMENT REQUEST

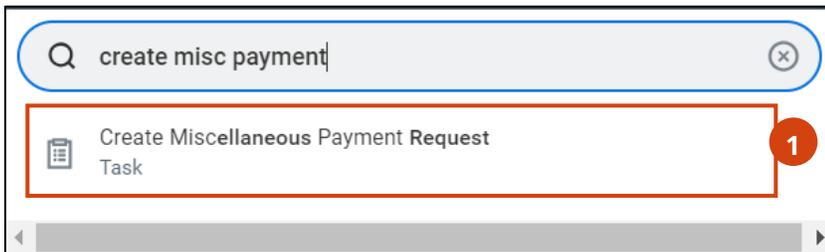
Create Miscellaneous Payment in Workday

Log into Workday and perform the following steps to create a miscellaneous payment:

1. Type and select **Create Miscellaneous Payment Request** report in the **Search** bar on the Workday Home page

 **Notes:**

- > *Requisition Requesters in UW Medicine and Expense Data Entry Specialist in UW Academy can create miscellaneous payment request*



2. Determine if the miscellaneous payee already exists in Workday by searching for the payee name in the **Payee** field. If the payee does not exist, perform the following steps to create a miscellaneous payee:
- Select the **Create Miscellaneous Payee** option in the **Payee** field to create a new payee

The screenshot shows the 'Create Miscellaneous Payment Request' form. The 'Primary Information' section includes the following fields:

- Document Date**: * 06/10/2023
- Company**: * UW1861 University of Washington
- Payee**: * Search (highlighted with a blue border)
- Currency**: * Active Miscellaneous Payees by Category
- Payment Type**: *

The 'Create Miscellaneous Payee' option is highlighted with a red border and a red circle labeled '2a'.

- Enter a payee name in the **Miscellaneous Payee Name** field
- Leave the **Single Use Payee** checkbox checked if this payee will not be used in the future (the **Single Use Payee** checkbox defaults as checked)
- Select the required category in the **Miscellaneous Payee Category** field
- Add other details for the payee under their respective tabs:
 - **Contact Information**
 - **Payee Address**: Required for 1099 tax reporting and mailing check payments (Remit To)
 - **Telephone Number** required for Zelle payment
 - **Tax Information**: Required for Domestic Payees, Foreign National Payees, Service Providers, or Students
 - **Banking Information** (Settlement Bank Account): Required for ACH, Wire or Zelle payment types
 - **Alternate Name** for DBA/1099 Tax Reporting purposes
- Click **OK**

Create Miscellaneous Payee

Miscellaneous Payee (empty) Miscellaneous Payee ID (empty) Requester [REDACTED]

Miscellaneous Payee Name *

2b

Single Use Payee

2c

Miscellaneous Payee Category *

2d

Contact Information Tax Information Banking Information Alternate Name Attachments

2e

Phone

Add

Address

Add

Email

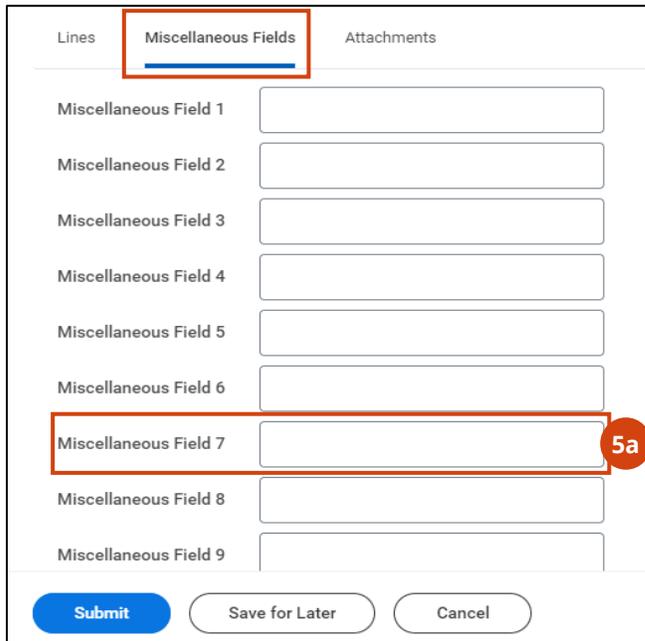
Add

OK

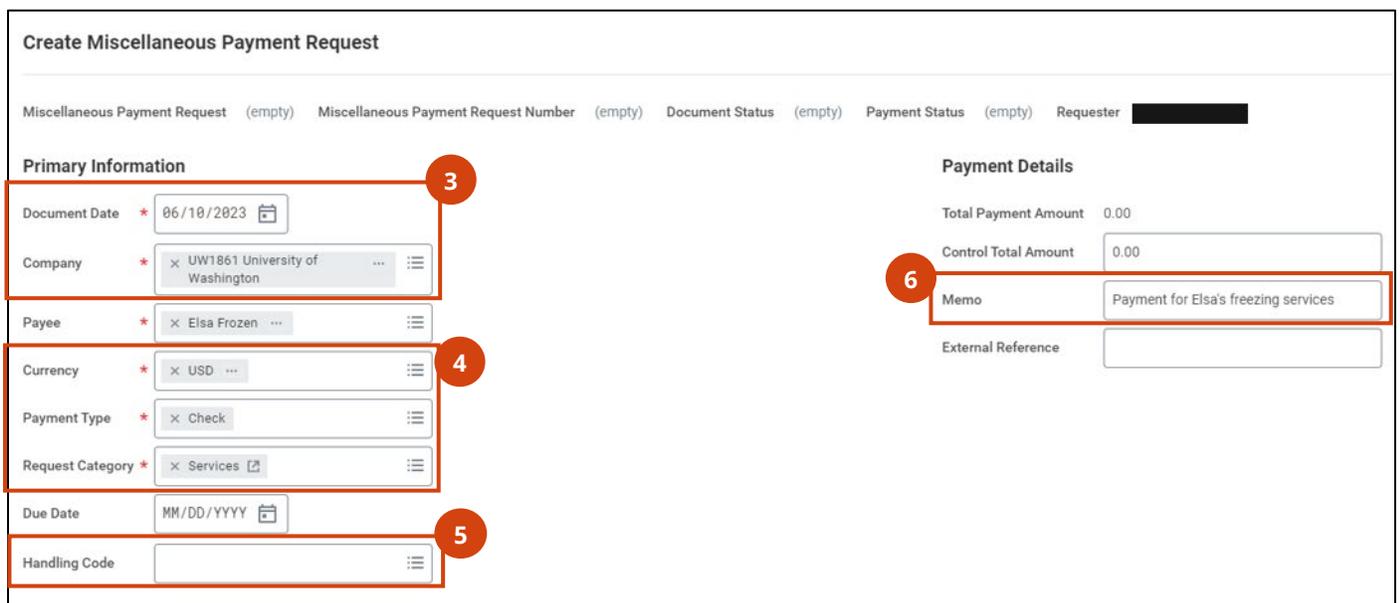
Cancel

2e

3. Back on the Create Miscellaneous Payment Request page, edit the **Document Date** and **Company**
4. Edit the **Currency** field as needed; it defaults to USD. Complete the **Payment Type** and **Request Category** fields
5. Update the **Handling Code** if a check payment will be picked up or should be delivered to a specific UW location
 - a. If the check needs to be delivered, select the **Miscellaneous Fields** tab and use **Miscellaneous Field 7** to input the campus mailbox number for check delivery



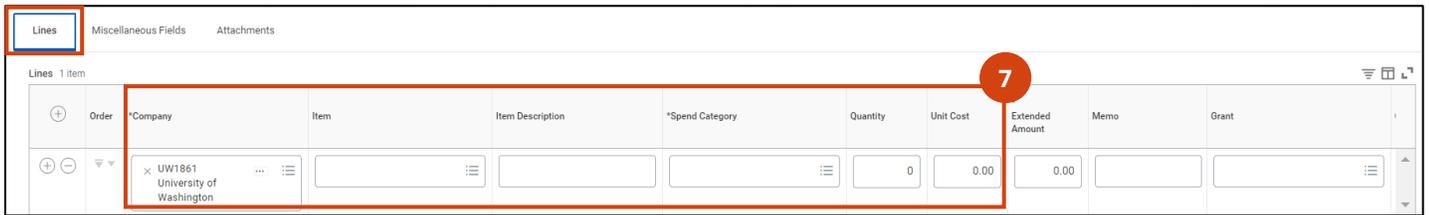
6. Enter the business justification for payment in the **Memo** field in the Payment Details section



7. Select the **Lines** tab and complete the **Company**, **Item**, **Item Description**, **Spend Category**, **Quantity**, and **Unit Cost** fields

 **Notes:**

- > *The company should correlate with the Cost Center and funding Worktags that are going to be used for the payment.*
- > *You will need to update the **Company** on the miscellaneous payment line item if the correct company is **not** UW1861.*
- > *The allowable spend categories for miscellaneous payments are listed at the end of this job aid.*



Order	*Company	Item	Item Description	*Spend Category	Quantity	Unit Cost	Extended Amount	Memo	Grant
	x UW1861 University of Washington				0	0.00	0.00		

8. Scroll to the right and select the **Cost Center** and **Additional Worktags**

Cost	Extended Amount	Memo	Grant	Gift	Program	Cost Center	Resource	*Additional Worktags
0.00	0.00							

9. Select the **Miscellaneous Fields** tab and populate the following fields:

- a. **Miscellaneous Field 1** is required for all miscellaneous payment requests: Enter the contact name of the UW Employee who can address any questions or issues related to the request
- b. **Miscellaneous Fields 2 through 6** are required for all miscellaneous payment requests for Foreign National Payees:
 - **Miscellaneous Field 2:** Foreign Payee Visa type
 - **Miscellaneous Field 3:** Did the foreign payee provide service within the US? Answer Yes or No in Miscellaneous Field 3
 - **Miscellaneous Field 4:** Indicate if form 8233 has been collected – provide a Yes or No answer in Miscellaneous Field 4
 - **Miscellaneous Payment 5:** Indicate if form W8-BEN has been collected – provide a Yes or No answer in Miscellaneous Field 5
 - **Miscellaneous Payment 6:** Indicate if form w8-BEN-E has been collected – provide a Yes or No answer in Miscellaneous Field 6
- **Miscellaneous Field 7** is required if the **Handling Code** is **Campus Delivery**: Indicate the campus delivery box for payment delivery

 **Note:** Refer to the [Global Operations Support](#) and [Tax Office](#) for more details and requirements for paying Foreign Nationals.

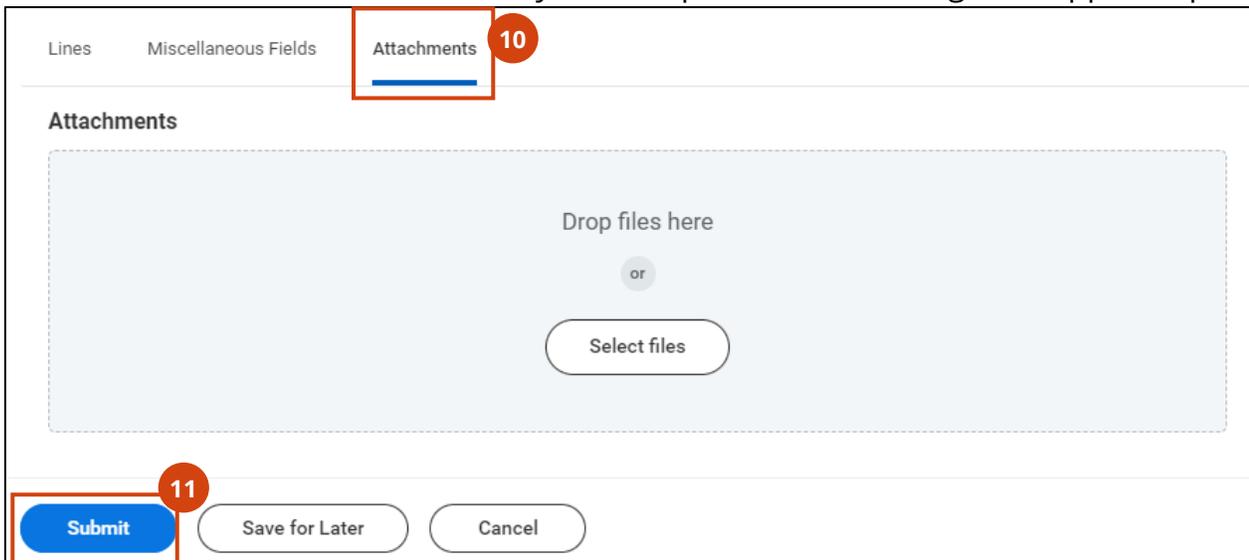
Miscellaneous Field 1	Miscellaneous Field 2	Miscellaneous Field 3	Miscellaneous Field 4	Miscellaneous Field 5	Miscellaneous Field 6	Miscellaneous Field 7	Miscellaneous Field 8

10. Select the **Attachments** tab, attach the relevant document, and click **Upload**

 **Note:**

- > For security reasons, you must submit all highly sensitive supporting documents related to foreign miscellaneous payment transactions through the Portal. Do not submit these documents in Workday. You will need to input the miscellaneous payment identifier which will be generated after this request has been submitted in Workday.
- > Depending on the payee and payment category chosen for the miscellaneous payment, an attestation will appear as a **Workday To Do** step. Read through the attestation and verify any necessary documentation is attached to the payment.

11. Click **Submit**. The Miscellaneous Payment request routes through the approval process.



The screenshot shows a web interface for a Miscellaneous Payment request. At the top, there are three tabs: "Lines", "Miscellaneous Fields", and "Attachments". The "Attachments" tab is selected and highlighted with a red box and a red circle containing the number "10". Below the tabs is a large dashed box labeled "Attachments" with the text "Drop files here" and "or" above a "Select files" button. At the bottom of the form, there are three buttons: "Submit", "Save for Later", and "Cancel". The "Submit" button is highlighted with a red box and a red circle containing the number "11".

Miscellaneous Payment Requests for Non-UW Employee Travel

All payments to non-UW employees for travel are 1099 reportable unless documentation is provided to show the travel paid to the individual falls into the UW Accountable Plan.

Review the information below to ensure the payment requests for non-UW Employee Travel are submitted correctly.

To ensure a Miscellaneous Payee does not receive a 1099 for non-UW Employee Travel payment, the [Non-Employee Travel Expense Reimbursement Claim Form](https://finance.uw.edu/travel/sites/default/files/forms/Non-employee%20travel%20form.pdf) for miscellaneous payment for itemizing travel is required:

- The form shows the payment complies with the UW Accountable Plan. The URL is listed below: <https://finance.uw.edu/travel/sites/default/files/forms/Non-employee%20travel%20form.pdf>
- Download a copy of the form, fill it out, and attach to the miscellaneous payment request

Spend Categories for non-UW Employee Travel:

- Non-Employee Travel (SC2566)
 - Use this spend category when submitting a miscellaneous payment request for travel that falls within the accountable plan
 - This spend category is not 1099 reportable
- Non-Employee Travel 1099 (SC2567)
 - Use this spend category when submitting a miscellaneous payment request for non-employee travel that falls outside of the UW Accountable plan
 - This spend category is 1099 reportable

Approval and Compliance Review for miscellaneous payment requests submitted with the Non-Employee Travel (SC2566) spend category includes the following activities:

- The Non-Employee Travel Form must be completed and attached to the request
- These requests will route to the Travel Office for review and approval
- If there are any issues or the travel does not fall into the UW Accountable Plan, the miscellaneous payment request will be sent back to the requestor
 - The requestor will need to re-submit the payment request after changing the spend category to Non-Employee Travel 1099 (SC2567)

Non-UW Employee Travel	No 1099	1099
Spend Category	Non-Employee Travel (SC2566)	Non-Employee Travel 1099 (SC2567)
Non-UW Employee Travel Form	Required	Not Required
Travel Office Compliance Review	Required	N/A

Miscellaneous Payment Categories in Workday

The following Miscellaneous Payment Categories are available to select from in Workday.

One-Time Miscellaneous Payment Request Categories	Usage
Award	
Refund Payment	
Honorarium	
Insurance	
Non-Employee Travel	
Non-UW Scholarship	
Patient Refund Epic Manual	UW Medicine Only
Patient Refund Epic SA241	UW Medicine Only
Patient Refund Epic Wire	UW Medicine Only
Patient Refund Non-Epic	UW Medicine Only
Pharmacy AR Refund	UW Medicine Only
Misc. Refund	
Research Subject	
Royalties	
Services	
Settlement	
Stipend	
Workstudy/Grant	
zINT Axiom - SOD Patient Refund	Integration Only
zINT EOS - Continuum Student Refund	Integration Only
zINT Great Plains - HFS Student Refund	Integration Only
zINT Patient Refund Epic Import	Integration Only
zINT SDB - SFS Aid	Integration Only

Miscellaneous Payment Request Spend Categories

See below for a list of the allowable spend categories configured for use on Miscellaneous Payment Requests:

Accrued Liabilities (SC2519)
Accrued Liability - Contractual Agencies (SC2521)
Advertising And Promotional Services (SC1036)
Audio Visual Rental (SC1063)
Books And Pamphlets - Non-Library (SC1081)
Buildings And Space Rental (SC1061)
Business License and Permits (SC1042)
Catering And Prepared Food (SC1152)
Communication Services (SC1024)
Consultant Travel (SC1709)
Consulting (SC1140)
Employee Training Services (SC1025)
Entertainment (SC1161)
Epic Refund Clearing (SC1742)
Escheatment Payable (SC2524)
Freight And Express Shipping (SC1038)
Honorarium (SC1632)
Local Transportation and Miscellaneous Travel Expenses (SC2527)
Medical Services (SC1012)
Membership Dues, Subscriptions and Fees (SC1043)
Miscellaneous Other Operating Expense (SC2109)
Musical Instruments and Entertainment (SC1215)
Non-Employee Travel (SC2566)
Non-Employee Travel 1099 (SC2567)
Office Supplies (SC1095)
Optical Refund (SC1764)

Other Non-Medical Supplies (SC2468)
Other Professional Fees (SC2111)
Patient Lost Items (SC1765)
Performing Artists (SC1020)
Pharmacy AR Refund (SC1763)
Prizes And Awards (SC1128)
Professional Licenses and Accreditation (SC2434)
Purchased Services - Lab (SC2087)
Research Subjects (SC1015)
Royalties (SC1279)
Scholarships (SC1126)
Stipends (SC1127)
Student Refund (SC1730)
Telecom - Recurring (SC1027)
Training and Conference Fees (SC1046)
Training and Educational Expense (SC2097)
Training Materials (SC1096)
UWM Employee Scholarships (SC2370)
UWM Purchased Services - Other (SC2435)
Visiting Faculty - Lecturers (SC1019)