



Payments to Individuals

Guidance for Processing Payments to Individuals

Type of Payment	Responsible Department	Documentation	Potential Funding Sources
Payment for Services (Employee/Employer relationship exists)	Payroll	Job Data in OneUSG Connect	All funds unless a specific source has a restriction against it
Payment for Services (No Employee/Employer relationship exists)	Accounts Payable, Procurement (Physical services over \$2499.99)	<i>AP:</i> Payment Request , Non-Employee Payment Form <i>Procurement:</i> Purchase requisition, Everify Affidavit, Quote	All funds unless a specific source has a restriction against it
Payment to Reimburse University Business Expenses for Non-Employee (Travel & Non-Travel Related)	Accounts Payable	Payment Request , Non-Employee Payment Form , Applicable Receipts	All funds unless a specific source has a restriction against it
Payment to Reimburse University Business Expenses for Employee	Accounts Payable	Expense Report , Applicable Receipts	All funds unless a specific source has a restriction against it
Payment to Reimburse Travel Expenses for Employee	Accounts Payable	Expense Report , Applicable Receipts	All funds unless a specific source has a restriction against it
Payments to Research Participants	Sponsored Projects Administration	Varies based on method of payment; see F&A policy on Research Participant Incentive Payments for more information	Varies; see F&A policy on Research Participant Incentive Payments for more information
CURO	Payroll	Job Data in OneUSG Connect and spreadsheet provided by Honor's Office	All funds unless a specific source has a restriction against it
Education-Related Payments to Students (Including scholarships, stipends, charge to accounts, and other monies received not relating payroll)	Office of Student Financial Aid, Student Account Services	UGA Departmental Scholarships and Stipends should be processed through the OSFA Scholarship System; Contact Office of Student Financial Aid for additional information	Varies



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Fellowships and Training Grant Stipend Payments to Students and Persons in Post-Doctoral Training Programs (which does not constitute compensation for personal services)	Accounts Payable (AP will report payments to OSFA to be added to the student's record)	Payment Request , Non-Employee Payment Form	Grant funds that support fellowships and stipends
Graduate Student Stipend	Office of Student Financial Aid, Student Account Services	Contact Office of Student Financial Aid for stipend requirements	Department Funds, grant funds
Non-Employee Awards	Accounts Payable	Payment Request , Non-Employee Payment Form	Foundation funds only
Supplemental Pay – Defined Term (includes Academic Admin Assignment, Academic Consortiums, Add't to Job Responsibilities, Addendum to Contract, Course Delivery Incentive, Housing Allowance, Subsistence)	HR	Supplemental Pay Request , Forms as appropriate – see Changes to Salaries and Compensation Rates	All funds unless a specific source has a restriction against it
Supplemental Pay – One-Time Payment (includes Employee Awards, Faculty Temp Assignment, Car Allowance, Overload, Research Subject Fee, Staff Temp Assignment, Taxable Fringe, Taxable Moving Expenses, Exempt Student Temp Assign)	Payroll	Supplemental Pay Request , Forms as appropriate – see Changes to Salaries and Compensation Rates	All funds unless a specific source has a restriction against it Note: Employee awards given under formal recognition program can be funded with state funds given the award is of de minimus value (\$75).
Ad Hoc Salary Change (Permanent changes to employee's base salary)	HR	Requesting an Ad Hoc Salary Change Request Forms as appropriate – submitted after inter-departmental approvals have been obtained -- see Changes to Salaries and Compensation Rates	All funds unless a specific source has a restriction against it