

Instructional Guide for Honoraria Payment Processes and Forms

Part of UBC Community Engagement's Honoraria Payments for
Community Members Resource



Purpose of this Guide

This guide provides simple, step-by-step instructions to complete forms and Workday tasks for processing payments for community members.



It supports processes for the following methods of payment:

- One-Time Payments
- Single Use Payments
- Electronic funds transfers
- Cheque
- Cash or near-cash equivalents

For non-UBC employees, **EFT and cheque are recommended methods of payment.** Cash or near-cash equivalents should be used only when other methods are not possible or inappropriate.

Review the *Honoraria Payments for Community Members Fact Sheet* before using this guide.

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Payment Options Overview

One-Time Payments (OTP)

- For current UBC employees; payments through regular UBC HR/finance system
- Requires: coordination with HR staff, [UBC Employee Declaration for Services form](#)



Single Use Payments (SUP)

- Single payments to non-UBC recipients up to \$250; supports only EFT or cheque payment
- Requires: *Collection of either banking details or mailing address for EFT or cheque payment, respectively*

Electronic Funds Transfer (EFT)

- Preferred method of payment
- Requires: *Supplier Set Up* and *Supplier Invoice Requests* in Workday, UBC's [EFT form](#)

Cheque Payments

- Preferred method of payment
- Requires: *Supplier Set Up* and *Supplier Invoice Requests* in Workday, a valid mailing address

Cash and non-cash equivalents

- **Not a recommended method of payment;** used when EFT or cheque are not appropriate
- Requires: approval by unit head; manual T4A reporting (for cash payments), ISC reporting for gift cards, clearly articulated rationale for using this method of payment

Instructions for Completing Forms and Workday Tasks



UBC HR Fast Track Assessment Form

Complete UBC's **HR Fast Track Assessment** form before processing all honoraria payments to indicate if recipient is a UBC employee or independent contractor.



Completion of HR Fast Track Assessment

1. Download [HR Fast Track Assessment form](#) and complete well in advance of making payment.
2. Work with community member, as needed, to document:
 - Whether they are an active or past employee of UBC within the last 24 months; and,
 - Scope of work, honoraria amount, and when honoraria is to be paid.
3. *If community member is affiliated with UBC*, submit form to your HR representative and await response before proceeding.
4. Depending on individual's relationship to UBC, follow appropriate scenario below:
 - [A current UBC employee;](#)
 - [An individual affiliated with UBC in the last 24 months;](#)
 - [An individual not affiliated with UBC in the last 24 months](#)

UBC Employee Declaration for Services Form

If payment recipient is a current UBC employee, UBC [Employee Declaration for Services](#) (EDS) form must be completed to confirm:

- Individual is an active faculty or staff of UBC;
- Job title, employee ID, and SIN;
- scope of work, including how role differs from duties as a UBC employee.

Send completed form to appropriate HR representative in the employee's department.

- Contact hr.info@ubc.ca or see [HR Advisory Services directory](#) if you do not know the appropriate HR representative.

If payment is approved, proceed to *'One-Time Payment.'*

If payment is not approved, proceed to *'Creating a Supplier Invoice Request in Workday.'*



Requesting One-Time Payment (current UBC employee)

If payment recipient is a current UBC employee, the OTP process should be used. After completing the HR Fast Track Assessment form and EDS form, work with the recipient's HR representative to process OTP payment.



Only authorized HR staff are able to submit OTP requests.

Please note that additional approvals are needed if:

- Proposed honoraria is over \$5,000
- 12-month cumulative amount of payment is over \$5,000
- Reason for payment is “Merit”
- Payment is to a Senior Executive

Requesting Single Use Payment (SUP)

SUP is for **non-UBC affiliated individuals** to receive single payments of *up to \$250*.



Before proceeding with SUP, confirm *all* of the following:

- Recipient is not an active or former employee of UBC;
- You do not expect to make multiple payments to the same recipient;
- Payment does not exceed \$250 CAD;
- Recipient is located in Canada;
- Recipient can receive funds via EFT or cheque and is not set up as a Supplier in Workday
 - Use **Find Suppliers** in Workday to confirm there is no existing profile that matches your intended recipient
- SUP process has not been used previously to pay your intended recipient;
 - There is currently no formal UBC process to confirm previous SUP recipients.
 - Confirm in your own records and with the community member that they have not received an SUP from UBC in the past.

Requesting Single Use Payment

1. Type "*Create Request*" into Workday search bar and select result by same name
2. Enter **Single Use Supplier** under *Request Type*, hit ENTER and click OK
3. Under *Describe the Request*, detail what payment is for and date(s) of activity
4. Indicate if payment is for reimbursement or non-reimbursement (i.e. honoraria payment) and if recipient is an individual
5. Provide Worktag for payment (Activity Worktags cannot be used) and total payment amount
6. Indicate recipient is either from Canada or a non-Canadian country (recipient must be Canadian)
7. Provide mailing address for recipient (postal code is entered into its own field)
8. Indicate if EFT or cheque payment is preferred (completion of an EFT Form not required for SUP)
 - If EFT payment is preferred, enter email address of recipient for payment confirmation to be sent
 - Provide 3-digit bank institution number; 5-digit bank transit number; 7-digit bank account number
 - ***Banking information not required for cheque payment***
9. Hit SUBMIT, or SAVE FOR LATER if you wish to return to the request at a later time
10. Following submission, a notification to the staff member who submitted the request will approve, deny, or request corrections on the SUP request
 - If corrections are requested, go to Workday, select the bell at the top right of the screen and follow the request for single use payment



Completing an EFT Form

For EFT payment, recipients must complete an [EFT form](#).

- Please note completing this form requires a community member to provide a photo/scan of a void cheque OR visit their bank to obtain a stamped banking document.
- Setting up EFT payments takes extra time; build additional time into your plan to complete this step well in advance of processing payments.



To complete the EFT form:

1. Send a link to EFT form to the community member and request completion by specified date
2. Provide instructions to obtain necessary documents through one of the following options:
 - OPTION 1: photo/scan of a physical void cheque showing account holder's name
 - OR
 - OPTION 2: bank-stamped document with full banking details
3. Receive and confirm completed form and attachments
4. *If individual is not set up as a Supplier in Workday*, follow steps to set up a Supplier and attach EFT form and documents (see *How to Set Up a Supplier in Workday*)
5. *If individual is set up as a Supplier*, add **Name** and **Supplier ID** from Supplier Profile to completed EFT form and follow steps to enable EFT payment (see *Enabling Cheque and EFT Payments in Workday*).

Payments to US-Based Recipients

If individual is not a Supplier in Workday, follow steps to set up a Supplier before proceeding.

For ACH payments, recipients must complete an [ACH Form](#). Payments may be made via cheque or EFT.



- Cheques can be issued in either US or Canadian currency
- EFT payments are made in US dollars; completing the ACH form requires a photo/scan of a void cheque OR bank-stamped document with recipient's banking information (bank letters, direct deposit forms, or e-cheques are accepted if they are stamped by the financial institution).

To process payments for US-based recipients:

1. Send a link to the ACH form to the community member and request completion by specified date
2. Provide instructions to obtain necessary information for one of the following options:

OPTION 1: Cheque Payment

- Complete ACH form, but do not fill out the 'Supplier Banking Information' section

OPTION 2: EFT Payment

- Complete the ACH form, including the 'Supplier Banking Information' section, which requires either a *photo/scan of a physical void cheque showing account holder's name* OR a *bank-stamped document with full banking details*

3. Receive and confirm completed form and attachments
4. Proceed to *Creating a Supplier Invoice Request in Workday*

Payments to International Recipients (excluding US)

Please note before proceeding with payment:

- *If individual is not a Supplier in Workday, follow steps to set up a Supplier*
- *Review the [IFL Currency Guide](#) to ensure you know what information and documentation is required*
- *If the preferred currency is not on the [Immediately Available GDS Currencies list](#), contact [Treasury Cash](#) with the following:*
 - *Currency to be used*
 - *Number and frequency of expected payments*
 - *Value or amount of expected payment(s)*
 - *Purpose of Payment*
- *If you have questions about the GDS process, contact [Treasury Cash](#) for guidance*



Work with community member receiving payment to confirm the following details and complete a [GDS Form](#):

- Recipient's banking information, including
 - Name
 - Bank name and address
 - IBAN or account number
 - SWIFT/BIC
 - Currencies accepted (to confirm bank can accept preferred currency)
 - *Local bank clearing/routing number (if there is no IBAN or SWIFT/BIC code)*
- Confirm name on bank account matches name on Supplier profile in Workday
- Confirm all information is input into the form, as required, and complete with recipient's signature
- Proceed to ***Creating a Supplier Invoice Request in Workday***

For SWIFT/BIC code, payment recipient can:

- Check banking statements or account details in an online banking profile
- Use a [digital SWIFT/BIC search tool](#) and provide country, bank and city details

How to Set Up a Supplier in Workday

Community members must be **Suppliers** in Workday to receive cheque/EFT payment.

- Complete supplier set up requests as early as possible and do not use self-registration process.

*Before creating a Supplier, use Find Suppliers to confirm if the individual is already set up.

- Type “**Find Suppliers**” in Workday search bar; select the result of the same name.
- Type community member’s name under “**Supplier Name**” (Last Name, First Name) and click **OK**.
- Verify address and email for any matching results.
- If yes, confirm preferred form of payment is accepted.

Supplier Request ID (if individual is not set up as a Supplier)

1. Type “**Create Supplier Request**” in Workday search bar and select result by the same name
2. Enter community member’s name under **Supplier Name**
3. Select **Supplier Category** closest to community member’s sector, field, or profession
4. Under **Contact Information**, select **Address**; add relevant contact details, check box for **Primary**; select **Email** and enter relevant email address
5. Click **OK** (or **Save for Later** if you want to come back)
6. Click **Complete Questionnaire**
 - Select ‘**Individual/Sole Proprietor**’ under **Type of Business**
 - Select **Payment Type** (if setting up EFT, attach completed EFT form)

Enabling Cheque and EFT Payments in Workday

1. From **Supplier Profile** (use *Find Supplier* in Workday), record **Name** and **Supplier ID**
2. In Workday search bar, search for “*Create Request*” and select result of the same name
3. Under **Request Type**, type “*Supplier Change Request*” and click **OK**
4. As a description of the request, write “adding EFT to accepted payment types”
5. Provide **Supplier ID** and **Name** (match details in **Supplier Profile**)
6. Select ‘**Yes**’ for “Updating supplier’s payment type or banking information”
7. Under “what payment type is being added or updated?” select method of payment to enable
 - For enabling EFT, attach completed **EFT form** and required documentation:*
 - OPTION 1: a photo/scan of a physical void cheque showing the account holder’s name (electronic cheques are not accepted)
OR
 - OPTION 2: bank-stamped document with full banking details (electronic cheques, direct deposit information sheets, and letters from the bank, all with a stamp, are accepted)
8. Click ‘**Submit**’ (or ‘**Save for Later**’ if you are not ready to submit the request).



* If enabling EFT, first complete the **EFT Form**.

Completing an Honoraria Form

Honoraria forms are not required to process honoraria payments but can help you collect all relevant information. If you do not have a departmental form, you may use or adapt this [template](#).



To the extent that it is possible, the form should be completed by UBC staff.

If you have created a standard honoraria form:

1. Update with details confirmed through discussions with community member, i.e. amount of payment, method of payment, name and date of activity/event
2. If recipient is receiving cash payment, ask community member and witness to sign completed form as a receipt for payment.

If processing EFT/cheque payment, follow instructions for *How to Set Up a Supplier*, if needed, and *Creating a Supplier Invoice Request*.

If processing cash or near-cash equivalent, follow instructions for *Steps for Processing Cash Payments* or for *Processing Near-Cash Equivalent Payments*.

Creating a Supplier Invoice Request in Workday

Use **Supplier Invoice Request** in Workday to process EFT or cheque payments.

1. Record **Name** from **Supplier Profile** (using *Find Supplier* search tool in Workday to find profile)
2. Type “*Create Supplier Invoice Request*” into Workday search bar and select result by same name
3. Enter **Name** from Supplier Profile in **Supplier** field
4. Default method of payment from **Supplier Profile** is automatically applied (see **Remit-to-Connection**)
 - Follow instructions for **Enabling Cheque or EFT Payments** if a different method of payment is preferred; *only change method of payment if individual wants to change all future payments.*
5. Enter total payment amount under **Control Total Amount**
6. *If your office uses a unique invoice number enter under **Supplier Invoice Number** (departmental invoice numbers are not required)*
7. Click **Lines** tab and select **Service Line** (seek finance staff support to complete section, if needed)
 - Enter **Spend Category** and add total payment amount under **Extended Amount**
 - Under **Program, Grant, Project or Gift**, use appropriate worktag
 - Under **Memo**, indicate what the individual did and where and when it happened
8. Under **Attachments** tab attach completed HR Fast Track Assessment form and any documentation you may have, including honoraria form, email communications, notes, etc.
9. Hit submit and enter details from **HR Fast Track Assessment** form when prompted
10. *Workday may assign an **Invoice Coding** task; if so, enter worktag for expenses and spend category*
11. Without complications, partner receives payment in 30 days or less



Steps for Processing Cash Payments using Spend Authorization (including e-transfer)

Spend authorization can be used for cash and near-cash equivalent payments.



1. Confirm HR approval of **HR Fast Track Assessment** form (cash payment not available for UBC employees).
2. Type “**Create Spend Authorization**” in Workday search bar and follow prompts to submit request
 - Under **Description**, enter basic details about the purpose of the expense
 - Under **Justification**, enter rationale for why cash payment is being used
 - Under **Attachments** tab, attach HR Fast Track Assessment form and any other documents you may have, e.g. honoraria form or other written documentation
 - If offering multiple payments, add *each* payment under **Spend Authorization Lines**
 - Ensure ‘*Cash Advance Request*’ is **checked** for all additional items. Failure to do so for each item will lead to delays.
3. Click **submit** and Spend Authorization request is reviewed by Accounts Payable.
4. If approved, funds are transferred by EFT to faculty or staff member who submitted the request.
5. Navigate to **My Spend Authorizations** in Workday to view submitted requests. It is possible to review and amend amounts if needed.

Steps for Processing Cash Payments using Spend Authorization (including e-transfer)



Do not offer cash payment until spend authorization is approved and funds are received.

1. If you carry cash, please take extra care.
 - Carry payment in an envelope or thank you card
 - Ask a fellow staff, faculty member or trusted partner to witness each stage of the process
2. *If you are paying by Interac E-Transfer*
 - a) *Request and confirm email address to which payment will be sent*
 - b) *Transfer funds to recipient after event, and take a screenshot of confirmation*
3. Ask recipient and witness to sign honoraria form to acknowledge cash was received
4. After event/activity, reconcile **Spend Authorization** by completing expense report in Workday
 - a) Provide the following documents to file your expense report:
 - Completed HR Fast Track Assessment form (required)
 - Completed honoraria form, with signature, as receipt of payment
 - Any other supporting documents (e.g. email communications, recorded notes from discussions, screenshot of e-transfer confirmation, etc.)
 - b) Use appropriate worktags and spend category (ask finance staff for guidance, as needed)
 - c) [Submit a Manual T4A](#) request; complete all fields to the best of your ability
 - *If recipient does not provide a SIN, enter 000-000-000*

Steps for Processing Near-Cash Equivalent Payments using Expense Reimbursement

Non-cash equivalents are not recommended unless they are the most appropriate option. Unit head approval is required.

For employees, all near-cash equivalent payments are taxable as regular earnings; for non-employees amounts exceeding \$500 in a given calendar year are taxable.

Retain all receipts, written approvals, email communications, etc. to support expense reimbursement and unit head reporting.

Near-cash equivalent purchases are reconciled by UBC staff using expense reimbursement process

- For purchases over \$50, claims to be submitted within 30 days; for purchases of less than \$50, claims may be submitted within 90 days.

For gift cards, names of recipients, gift card amounts and, if UBC employees, employee ID are reported to ISC at year-end.



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