Checklist for Honoraria Payments to Community Members

How to Use this Checklist

This checklist offers a series of steps to help UBC employees feel confident they are making the right decisions to complete payment processes properly.

- Consider each step before moving onto the next.
- Bear in mind the list is standardized; each step may not apply to your scenario, so reflect on whether each is relevant.
    - If yes, consider how to fulfill as part of your process.
    - If not, consider working with finance and/or HR staff to confirm this is the case and move onto the next step as appropriate.

Section 1: *Getting Started*

Think through whether an honorarium is the right option; have conversations with the community member; and confirm you have all information.

Section 2: *Requesting and Collecting Information*

Confirm what method of payment you should use and verify the documents and information you will need.

Section 3: *Processing a Payment*

Separate checklists provide steps for completing each of the following payment processes (proceed to whichever is related to your method of payment):

- Electronic funds transfer and cheque
- Cash and near-cash equivalent
- Single Use Payment
- One-Time Payment
- US-Based or International Recipients

Section 1: Getting Started

- ☐ I am offering a nominal payment of less than $500 to a community member and the amount does not reflect the cost of a service
- ☐ The payment is a thank you, goodwill gesture, or token of appreciation; an acknowledgement of the contributions of a guest speaker/lecturer/participant/ collaborator; and/or to appreciate a volunteer's assistance.
- ☐ A traditional fee-for-service is not appropriate or typical in my scenario.
- ☐ I have had a conversation with the community member to talk about:
  - UBC processes for financial payments, including potential for delays
  - Methods of payment and information and timeline for each type
  - Any relevant community standards, conventions, and/or considerations
  - Potential income tax implications for receiving more than $500 from UBC in a calendar year
- ☐ I have confirmed if the community member has current or previous affiliations with UBC in the last 24 months
- ☐ Activities for which payment is being offered are neither professional services the community member regularly does for employment nor the work of a UBC employee (if a UBC staff member is receiving payment)
- ☐ The payment is not for a person who identifies as Indigenous (if the community member is Indigenous, I am consulting the *Indigenous Finance Guidelines*)
- ☐ I have confirmed if the community member is a Canadian resident
- ☐ I have confirmed if the payment recipient is set up as a supplier in Workday
- ☐ I have reviewed ***downloadable resources included in the Community Engagement honoraria resource*** and understand processes and recommendations

The following method of payment is an appropriate option for the community member and in compliance with UBC policies and practices:

- ☐ One-Time Payment (for UBC employees)
- ☐ Single-Use Payment (for non-UBC recipients)
- ☐ Electronic Funds Transfer (EFT)
- ☐ Cheque
- ☐ Cash or Near-Cash Equivalent

Section 2: Requesting and Collecting Information

I have the following documents ready for completion:

- ☐ Honoraria Form (optional departmental form)
- ☐ HR Fast Track Assessment Form (required for all methods of payment)
- ☐ UBC Employee Declaration for Services Form (payments to UBC employees)
- ☐ EFT Form (required for EFT payments)
- ☐ ACH Form (required for EFT payments to US-based recipients)
- ☐ GDS Form (required for payments non-US international recipients)

☐ If I am processing a cash or near-cash equivalent, such as a gift card, I can articulate a clear rationale for why other payment options are not appropriate.

☐ I have requested the following information from the honoraria recipient:

- Name
- Address
- Phone number
- Email address
- Mailing address
- Social Insurance Number (individual) or Business Number (organization)
- CWL or UBC ID number (if affiliated with UBC)
- Position/title and faculty/unit name (if affiliated with UBC)

☐ If the recipient is unable to share any requested information, I have a clear rationale that can be included as part of the request for payment

☐ If the individual to be paid is currently or was previously a UBC employee or staff, I have confirmed approval of this expense from my HR representative

Section 3 (a): Processing a Payment – EFT and Cheque Payments

- ☐ I have confirmed processes and forms to use, including worktags and spend category in Workday
- ☐ If the recipient is not a supplier in Workday, I have completed steps to create a supplier
- ☐ I have completed a Create Supplier Invoice Request in Workday to process the payment
- ☐ If assigned, I have completed an invoice coding task in Workday
- ☐ I have a plan to track/monitor my payment request in Workday for up to 30 days
- ☐ If payment was not received in up to 30 days, I have connected with finance staff and shared important updates with the community member
- ☐ If the submitted request was lost in the Workday system and payment was not received in up to 30 days, I have resubmitted the request

Section 3 (b): Processing a Payment – Cash and Near-Cash Equivalents

- ☐ I have confirmed the worktags and spend category for the payment as an expense
- ☐ I have engaged with my department finance staff to confirm documents and processes prior to submitting the payment request
- ☐ If am using a spend authorization to make a payment in cash, I understand:
    - Only one authorization may be outstanding or in progress at a time and I must reconcile the request before additional authorizations may be requested
    - That all expenses will be in compliance with UBC policies
    - The cash payment will be done within 10 days of requesting the expense

  My spend authorization request was approved and I have:

    - ☐ received funds in my bank account to pay the community member at the event or activity
    - ☐ prepared an honoraria form (or equivalent document) for the community member and a witness to sign as confirmation the payment was received
- ☐ If I am paying the honorarium in near-cash equivalents, I have collected documents and all original receipts needed for filing an expense reimbursement claim
- ☐ I have reconciled my spend authorization within ten days of the expense (cash) or filed a reimbursement claim within 30 days (near-cash equivalent)
- ☐ I have submitted a manual T4A request using the UBC Accounts Payable form (cash)
- ☐ If I have given gift cards to UBC employees, I will submit information to ISC at year-end.

Section 3 (c): Processing a Payment – Single-Use Payment

☐ I am offering a payment or expense reimbursement of less than $250 to a non-UBC recipient who resides in Canada

☐ I have collected either a mailing address for a cheque or banking details for an EFT payment

☐ I have confirmed that the recipient is not set up as a Supplier in Workday

☐ I have confirmed worktags and spend category for the payment

Section 3 (d): Processing a Payment – One-Time Payment

☐ I am offering a payment or expense reimbursement of less than $250 to a current UBC employee

☐ I have worked with the recipient to complete a UBC Declaration of Services (EDS) form

☐ I have engaged with the recipient’s departmental HR staff to confirm discuss the payment request

☐ I have received additional approvals for this payment if:

- the reason for the payment is “merit”
- the payment is to a Senior Executive

☐ If I am making any payments as a reimbursement for travel, I have collected documents and all original receipts and filed them as part of the OTP request

Section 3 (e): Processing a Payment – US-Based or International Recipients

I have confirmed which of the following forms/processes I am using

☐ Automated Clearing House (ACH) for US-based recipients

☐ Global Disbursement (GDS) for non-US international recipients

☐ I have confirmed in Workday that the recipient is set up as a Supplier

☐ If am using a spend authorization to make a payment in cash, I understand:

- Only one authorization may be outstanding or in progress at a time and I must reconcile the request before additional authorizations may be requested
- That all expenses will be in compliance with UBC policies
- The cash payment will be done within 10 days of requesting the expense

My spend authorization request was approved and I have:

☐ received funds in my bank account to pay the community member at the event or activity

- [ ] prepared an honoraria form (or equivalent document) for the community member and a witness to sign as confirmation the payment was received

- [ ] If I am paying the honoraria in near-cash equivalents, I have collected documents and all original receipts needed for filing an expense reimbursement claim
- [ ] I have reconciled my spend authorization within ten days of the expense (cash) or filed a reimbursement claim within 30 days (near-cash equivalent)
- [ ] I have submitted a manual T4A request using the UBC Accounts Payable form (cash)
- [ ] If I have given gift cards to UBC employees, I will submit information to ISC at year-end.