

# Payment Process: Individual not Affiliated with UBC in Last 24 Months

## Methods of Payment

- EFT
- *Cheque*
- *Single Use Payment (EFT / Cheque)*
- *Cash or Near-Cash Equivalent*

## Supplier Set Up

For regular cheque or EFT payment, recipient must be a Supplier in Workday.

For Single Use Payment, recipient cannot be set up as a supplier.

Initial engagement with community member to determine if affiliated with UBC in last 24 months and agree on method of payment

Complete HR Fast Track Assessment, indicate recipient is not a UBC employee

If using, complete honoraria form; if necessary, send to community member to complete by specific date

### *EFT or Cheque Payment*

Create Invoice Request in Workday

Payment via cheque, EFT processed within 30 days; payment via near-cash equivalent on day of event/ activity, then expense claimed in Workday

### *Single Use-Payment*

Create Single Use Supplier request in Workday

Payment via cheque, EFT processed within 30 days; payment via near-cash equivalent on day of event/ activity, then expense claimed in Workday

### *Cash or Near-Cash Equivalent*

Create Spend Authorization request (cash) or file an Expense Reimbursement claim (near-cash) in Workday

Offer cash payment at event/activity, submit manual T4A and reconcile Spend Authorization

Near-cash equivalent offered at event/activity, expense reimbursed in Workday following payment

For payments to US or other international recipients, refer to Payments to *US-Based Recipients* or *Payments to International Recipients* in ***Instructional Guide for Honoraria Payment Processes and Forms***