

**Miscellaneous Payment Request**

**Overview**

This job aid will outline how employees can initiate payments and reimbursements on behalf of a student. These payments can be reimbursements or other payments.

*Security Role(s): Employee as Self*

1. Search “Create Miscellaneous Payment Request” and select the task.



1. Enter the required fields.
	* For **Company**, select St. Norbert College.



* + For **Payee**, enter the name of the student who will receive the payment.
	+ **Currency** will auto populate based on the payee selected.
	+ For **Payment Type**, enter the method that the payment will be distributed, usually Check or Direct Deposit. If you select a payment method that is unavailable for the payee, you will receive an error.

 

* + For **Request Category**, select the appropriate field.
		- Note: Only Accounting Services may initiate a Student Refund.



1. Enter the line details.
	* Enter the **Spend Category** that is appropriate for the payment.
	* Enter the **Quantity** and **Unit Cost**.



* + Enter the appropriate driver worktags. (Note: Additional Worktags will auto populate.)



1. Select the **Attachments** tab.



1. You must attach the appropriate file depending on the payment type.
	* For Student Honorariums/Stipends (1099 eligible) or Student Prize (1099 eligible) or Student Award (1099 eligible), attach a document stating the reason for the honorarium/stipend/prize/award.
	* For Student Reimbursement, attach the appropriate receipts you are requesting be reimbursed.



1. Select **Submit** when complete.

