

**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.

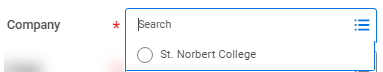
*Security Role(s): Employee as Self*

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

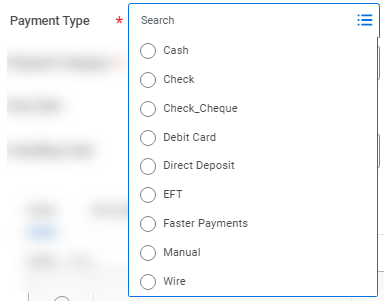
A screenshot of a computer

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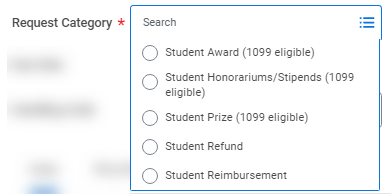
1. Enter the required fields.
   * For **Company**, select St. Norbert College.



* + 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**.

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

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1. Select the **Attachments** tab.

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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.

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1. Select **Submit** when complete.

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