Payments for Temporary Services -- Workflow

- **Employee**
  - Complete EPAF for HR Approval
    - Payroll Services
      - Accounts Payable
    - HR Approves Concur Payment Request
      - Payroll Services
      - Accounts Payable
  - Employee?
    - Yes
      - Complete EPAF
      - Payroll Services
      - Accounts Payable
    - No
      - Complete Concur Payment Request
      - Accounts Payable
- **Honorarium**
  - Complete EPAF
  - Accounts Payable
  - Payroll Services
- **Independent Contractor**
  - Complete I/C Checklist and Contract
  - Send to Internal Audit & Tax Compliance *
  - Complete Concur Payment Request **
  - Accounts Payable
  - Payroll Services
- **Speaker**
  - Complete Speaker Contract
  - Complete Concur Payment Request **
  - Accounts Payable
- **Entertainer**
  - Complete Entertainment Contract
  - Complete Concur Payment Request **
  - Accounts Payable

* If approval from Internal Audit and Tax Compliance is not received, worker may be hired through HR Options or as an University employee.

** Must select appropriate request type in Concur Invoice