Payments for Temporary Services -- Workflow

**Department Initiating Payment**

- **Employee**
  - Complete EPAF for HR Approval
  - HR Approves Concur Payment Request
    - HR Options
    - Payroll Services
      - Accounts Payable
  - Payroll Services
  - Accounts Payable

- **Honorarium**
  - Yes
  - Employee?
    - Complete EPAF
  - No
    - Complete Concur Payment Request
      - Accounts Payable

- **Independent Contractor**
  - Complete I/C Checklist and Contract
  - Send to Internal Audit & Tax Compliance *
  - Complete Concur Payment Request **
    - Accounts Payable

- **Speaker**
  - Complete Speaker Contract
  - Complete Concur Payment Request **
    - Accounts Payable

- **Entertainer**
  - Complete Entertainment Contract
  - Complete Concur Payment Request **
    - Accounts Payable

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* 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