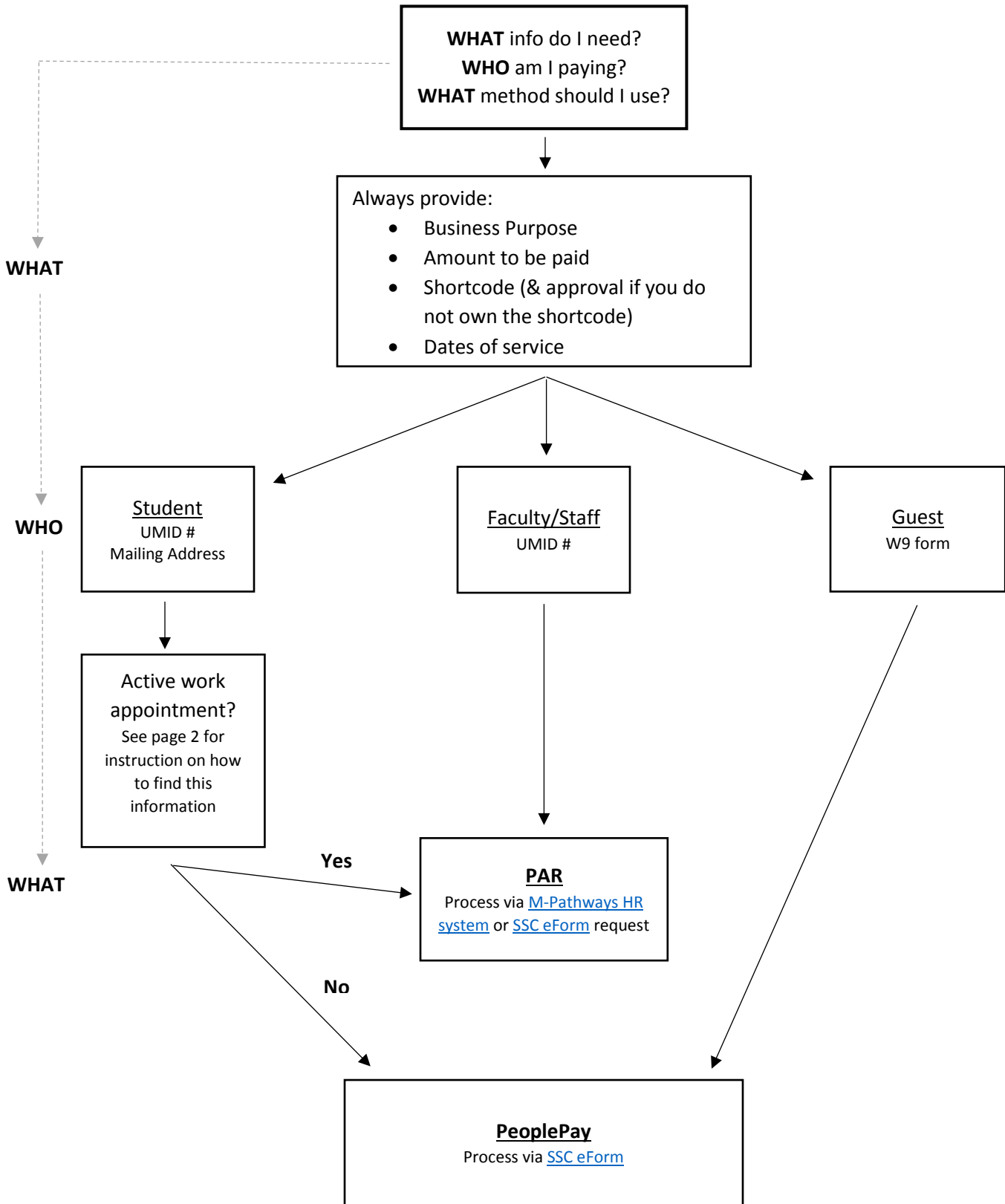


Payment Processing Decision Tree



Payment Processing Decision Tree

Active Work appointment look up:

1. Follow link path: Wolverine Access – Faculty & Staff – M-Pathways Human Resource Management System – Personnel Action Request
2. Input search information (UMID #, Name, or Campus ID), hit “search”
3. Review Employee Record Summary, if nothing comes up in the search there is no active work appointment.
4. There is an active work appointment if:
 - a. The Payroll Status is “Active” or “Work Break”
 - b. The Payroll Status is “Terminated” BUT the effective date is less than 12 months from today’s date.

The SSC eForm can be used to process all payments except:

1. Reimbursements
 - a. Guest – SinglePay TBHER form
 - b. Faculty/Staff – Concur
 - c. Students – SinglePay TBHER form OR through Marty Snyder
2. Invoice payments (payments to a company)
 - a. Use M-Pathways eReq system

Reporting to OFA:

1. Student payments or reimbursements for the purpose of Educational Assistance must be reported to the Office of Financial Aid (OFA).
 - a. Student Reimbursements – send to Marty Snyder for processing and reporting to OFA
 - b. Student payments – payments using PAR (for work related payment) do not need to be reported to OFA. Lump sum payments for Educational Assistance need to go through Marty Snyder