**Payment Processing Decision Tree**

**WHAT info do I need?**
**WHO am I paying?**
**WHAT method should I use?**

Always provide:
- Business Purpose
- Amount to be paid
- Shortcode (& approval if you do not own the shortcode)
- Dates of service

**Student**
UMID #
Mailing Address

Active work appointment?
See page 2 for instruction on how to find this information

**Faculty/Staff**
UMID #

**Guest**
W9 form

**PAR**
Process via M-Pathways HR system or SSC eForm request

**PeoplePay**
Process via SSC eForm
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 – via TBHER eForm
   b. Faculty/Staff – Concur
   c. Students – via TBHER eForm 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