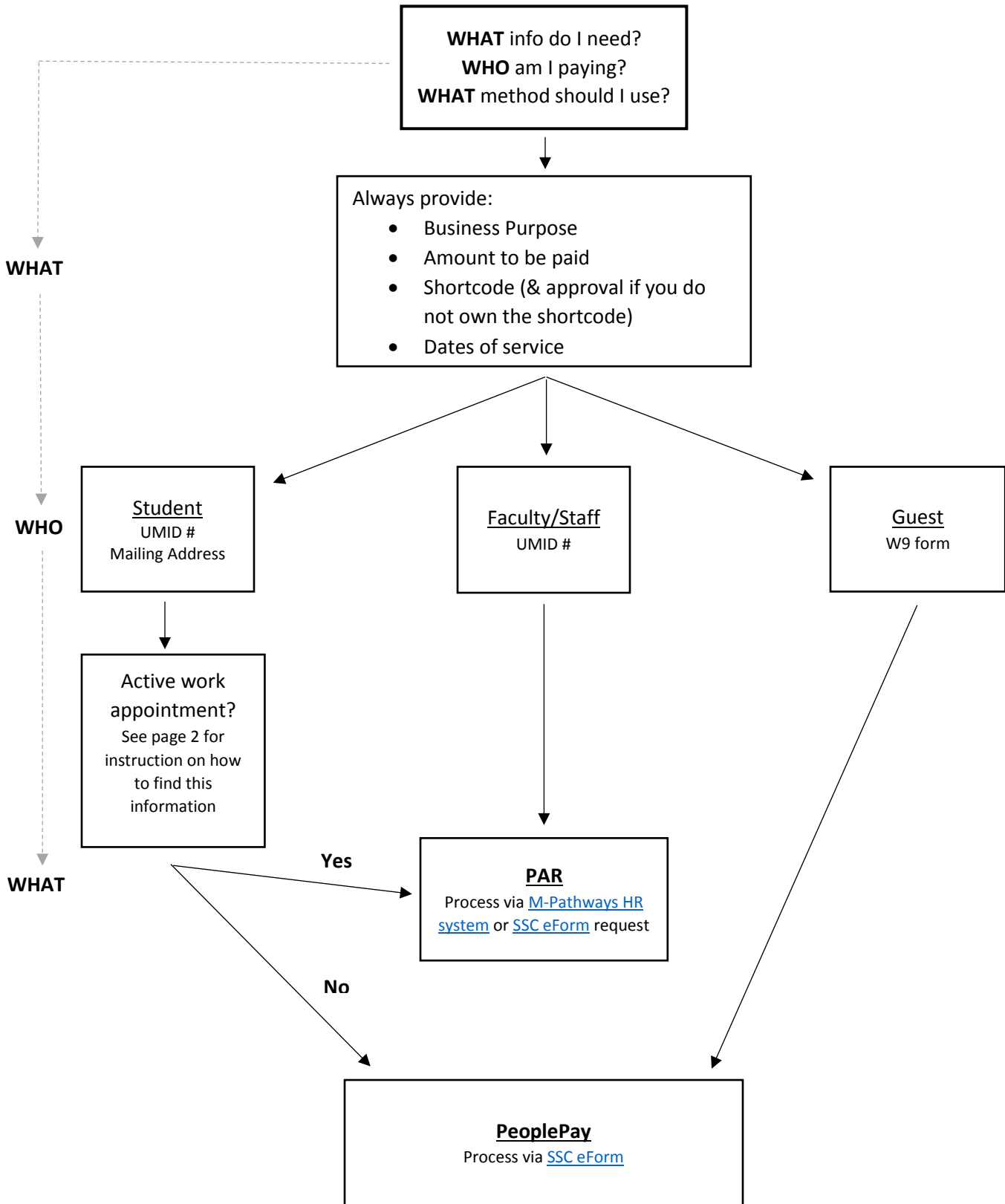


# Payment Processing Decision Tree



# 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 – via [TBHER eForm](#)
  - b. Faculty/Staff – Concur
  - c. Students –via [TBHER eForm](#) OR through the Academic Affairs Office.
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 Academic Affairs Office 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 the Academic Affairs Office.