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

Faculty/Staff
UMID #

Guest
W9 form

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

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 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.