

Controller's Office – Accounts Payable Procedure

PAYMENT REQUEST – HONORARIUMS – US CITIZENS

Payment Type: Honorariums – US Citizens

Honorariums are payments made in recognition of acts or professional services for which custom or propriety forbids a price to be set.

I. Honorarium Supplier Set Up

Each honorarium recipient must be set up as a supplier in Finance PeopleSoft in advance of the payment. Supplier Search is accessed in PeopleSoft via the following:

Main Menu > Suppliers > Supplier Information > Add/Update > Supplier

Use the “Find an Existing Value” tab to search for the supplier using a unique portion of the name.

If the supplier is not found, they will be required to use the new Supplier Onboarding self-service portal to register as a supplier to receive a supplier ID. The department can then use Payment Request to process payment. When a supplier registers they will be required to attach an IRS Form W-9 (Domestic) or IRS Forms W-8BEN or 8233 (International Individual) or W-8 BEN-E (International Entity). These forms can be found on the Controller's Website. If you have any questions, please email the Supplier Team at APSupplr@mailbox.sc.edu. The Supplier Liaison will receive an email informing them the supplier registration has been approved but please allow 1-3 business days for the supplier to receive final approval from the Supplier Team.

II. Honorarium Payment Request

Each honorarium must be submitted separately via a Payment Request in PeopleSoft using the [Honorarium Payment Form](#). All documentation to support the honorarium payment, which must at a minimum include the [Honorarium Payment Form](#), must be scanned and attached to the Payment Request before submitting via workflow within PeopleSoft.

Payment Request is accessed in PeopleSoft via the following:

Main Menu > Employee Self-Service > Payment Request Center

Step by step guidance for payment request may be found on the Controller's Office website.