



FACS Paying Individuals Processing Guide (Additional Information in Blue Columns)

Type of Payment	Category/Central Office Responsible Department	Required Documentation	Potential Funding Sources	System Module for Processing	FACS Responsible Party	Effective Date	Notes
Payment to Reimburse University Business Expenses for Employee	Accounts Payable	Expense Report , Applicable Receipts	All funds unless a specific source has a restriction against it	FMS (Travel & Expense Module)	Employee	Date of Expense	If Using Specific Funding, Utilize Applicable CF1 (See attached list)
Payment to Reimburse Travel Expenses for Employee	Accounts Payable	Expense Report , Applicable Receipts	All funds unless a specific source has a restriction against it	FMS (Travel & Expense Module)	Employee	Date of Travel	If Using Specific Funding, Utilize Applicable CF1 (See attached list) - Note travel CF1s
Payment to Reimburse University Business Expenses for Non-Employee (Travel & Non-Travel Related)	Accounts Payable	Payment Request , Non-Employee Payment Form , Applicable Receipts	All funds unless a specific source has a restriction against it	FMS (Payment Request Module)	Department Business Manager	Date of Travel or Expense	If Using Specific Funding, Utilize Applicable CF1 (See attached list)
Non-Employee Awards	Accounts Payable	Payment Request , Non-Employee Payment Form	Foundation funds only	FMS (Payment Request Module)	Department Business Manager	Date of Award	If Using Specific Funding, Utilize Applicable CF1 (See attached list)
Fellowships and Training Grant Stipend Payments to Students and Persons in Post-Doctoral Training Programs (which does not constitute compensation for personal services)	Accounts Payable (AP will report payments to OSFA to be added to the student's record)	Payment Request , Non-Employee Payment Form	Grant funds that support fellowships and stipends	FMS (Payment Request Module)	Department Business Manager	Effective Date of Term or beginning of training period	If Using Specific Funding, Utilize Applicable CF1 (See attached list) - Note GA CF1s
Payment for Services (No Employee/Employer relationship exists)	Accounts Payable, Procurement (Physical services over \$2499.99)	AP: Payment Request , Non-Employee Payment Form Procurement: Purchase requisition, Everify Affidavit, Quote	All funds unless a specific source has a restriction against it	FMS (Payment Request Module) up to \$2500, UGAMart over \$2500	Department Business Manager	Date of Service	If Using Specific Funding, Utilize Applicable CF1 (See attached list)
Payments to Research Participants	Accounts Payable/SPA	Varies based on method of payment; see F&A policy on Research Participant Incentive	Varies; see F&A policy on Research Participant Incentive Payments for more	FMS (Accounts Payable Module)	Department Business Manager	Date of Activity	Ensure use of project fields with payment
Supplemental Pay – One-Time Payment (includes Employee Awards, Faculty Temp Assignment, Car Allowance, Overload, Research Subject Fee, Staff Temp Assignment, Taxable Fringe, Taxable Moving Expenses, Exempt Student Temp Assign)	Payroll	Supplemental Pay Request , Forms as appropriate – see Changes to Salaries and Compensation Rates	All funds unless a specific source has a restriction against it Note: Employee awards given under formal recognition program can be funded with state funds given the award is of de minimus value (\$75).	OneUSG Connect - Supplement Module (One Time Payment)	Department Business Manager	Date of Pay (Award, Temp Assignment, Overload)	Ensure additional pay form is completed by granting/home dept, use for attachment. Ensure combo code utilized has correct CF1 included.
Supplemental Pay – Defined Term (includes Academic Admin Assignment, Academic Consortiums, Add't to Job Responsibilities, Addendum to Contract, Course Delivery Incentive, Housing Allowance, Subsistence)	HR	Supplemental Pay Request , Forms as appropriate – see Changes to Salaries and Compensation Rates	All funds unless a specific source has a restriction against it	OneUSG Connect - Supplement Module (Defined Payment)	Office of Finance and Human Resources	Date of Beginning of Term of Supplement	Do not use this module unless instructed by BFO to do so. Most supplement transactions are not submitted electronically to HR.
Ad Hoc Salary Change (Permanent changes to employee's base salary)	HR	Requesting an Ad Hoc Salary Change Request Forms as appropriate – submitted after inter-departmental approvals have been obtained – see Changes to Salaries and Compensation Rates	All funds unless a specific source has a restriction against it	OneUSG Connect - Ad Hoc Salary Request Change Module	Department Business Manager	Date of Approved Begin to Salary Change (Can be start date, date of salary action, etc.)	Use this module for Part Time Faculty Contracts - Set to Zero if not employed for future term, but will be re-employed. For GAs, if adding an award as combo code, ensure combo code has the correct CF1 used.
Education-Related Payments to Students (Including scholarships, stipends, charge to accounts, and other monies received not relating payroll)	Office of Student Financial Aid, Student Account Services	UGA Departmental Scholarships and Stipends should be processed through the OSFA Scholarship System; Contact Office of Student Financial Aid for additional information	Varies	Scholarship Universe	Department Business Manager	Effective Date of Term or beginning of training period	
Graduate Student Stipend	Office of Student Financial Aid, Student Account Services	Contact Office of Student Financial Aid for stipend requirements	Department Funds, grant funds	Scholarship Universe	Department Business Manager	Effective Date of Term or beginning of training period	