

Paying Individual Non-Employees

Honorariums or Independent Contractors

Often we need to issue a one-time payment to a non-employee, often for services rendered. There are two types of payment depending on what they are providing.

Honorarium	Independent Contractor
<p>This type of payment can be used for various purposes:</p> <ul style="list-style-type: none">• One-time lectures• Masterclasses• Community partnerships• This cannot be used for performances <p>Required materials:</p> <ul style="list-style-type: none">• Vendor Set Up Form• A voided check or bank letter	<p>If the individual is doing a performance, they will be classified as an independent contractor.</p> <p>Required materials:</p> <ul style="list-style-type: none">• Quote• Independent Contractor Agreement• OPERS form• Vendor Set Up Form• A voided check or bank letter• Non-Employee• Non-Employee Work Arrangement

Honorariums

Email Jackie Shreves.5@osu.edu with the following:

- Name and contact information for who you wish to pay
- The total cost that you are paying
- Where you would like this funding to come from
- What services the payee is providing/why they are being paid

Jackie can collect the necessary Vendor Form and provide assistance to the payee. Once completed, the payment request will be input into Workday for approvals.

Independent Contractors

If your payment qualifies as an Independent Contractor payment, please send the name and email address of the payee to Jackie Shreves.5@osu.edu.

There are several forms that need filled out in this case. A DocuSign document will be routed to the payee and to yourself as the “hiring” faculty. The sections that you need to complete are assigned through DocuSign and will prompt both you and the payee to input information.

After the documents are complete, the payment request will be input for Workday approvals.