Payment to Employees (Faculty and Staff)

Is the payment a reimbursement?

Yes: Submit payment through Concur

No: Process through Payroll on Miscellaneous Pay Form (Honorarium or Award)
Payment to Students

Is this payment for services?

Yes
Payment has to be paid at a CC approved hourly rate. Contact Student Employment

No
Is payment educational in nature? (Venture grant, research, travel grant, or financial assistance for books, computers, supplies, etc.?)

Yes
Is the payment a prize or an award? (Commencement award, student of the year, prize for a contest, or a college reimbursement for college-related activities?)

Yes
Submit payment through Summit

No

Submit payment through Summit

No
Contact the Tax & Compliance Manager

*Please see the Tax & Compliance website for more information on payments to students
Is this payment for capital equipment (equipment that exceeds $5,000), professional services (consulting), or for a contract or agreement (memorandum of understanding)?

Yes

Contact Purchasing for a purchase order (PO) before making the purchase.

Submit through an email with "OK to pay on PO#""

No

Submit payment through Concur

*Payments against PO’s can not be processed through Concur. Please see the Purchasing Website for more information.

**If payee is international, see International Flowchart.

***All payments require a “W-9” or “W-8BEN” before payment can be processed
Vendor - Individual

Is the payee a student, employee, or other payee?

Student
- Submit payment to Student Employment

Employee
- Submit payment to Payroll on a Miscellaneous Pay Form

Other
- Does the payee provide their services to other customers besides CC?
  - Yes: Submit payment through Concur
  - No: Contact Human Resources to determine employment status

*If payee is international, see International Flowchart.
**All payments require a “W-9” or “W-8BEN” before payment can be processed.
International Payees/Foreign Visitors

Is payee performing services on U.S. soil?

Yes

Contact the Office of International Programs before bringing the visitor to campus. Individual payee needs to meet with the Tax & Compliance Manager to determine payment process and any applicable tax withholding

Submit through Concur

Contact Human Resources

No

Complete Foreign Source Statement and include with payment request through Concur

*Please see the Tax & Compliance Website for more information on payments to international payees