

How to determine which system to pay an individual in:

Begin by asking the individual if they receive payment through the University of Utah HR/Payroll office.

1. If the answer is **yes** then this person must be paid through **HR/Payroll**

A. Ask them if they are an Hourly employee or Salaried employee

◇ **Hourly** Employees are paid through a Time Sheet. Here is a link to the electronic [Time Sheet](#)

◆ Use the Earnings Code **OTH**

* Contact a payroll reporter to find the necessary information for filling in the HR related fields.

◇ **Salaried** Employees are paid through an Additional Compensation form. Here is a link to the [Add Comp Form](#)

○ Note that signatures will be required for either the Time Sheet or the Additional Compensation form.

The University of Utah has a single sign on account available through DocuSign that can be used for obtaining signatures for these forms. Here is a link to [DocuSign](#)

◆ Sign in with your U of U email address

◆ Instead of entering a password, click on Use Company Login

USE COMPANY LOGIN

◇ This will use your single sign on to get you into DocuSign

○ At this point you should have all of the appropriate “paperwork” ready to go.

Make sure to work with your payroll reporter/HR representative to get the documentation to HR/ Payroll for the payment to occur.

2. If the answer is **no** then this person must be paid via **AP**

B. Will a PO be required?

◇ A PO **is** required for any amount [greater than \\$10,000.00](#). Contact the Purchasing department if you would like a buyer to assist you with this. Here is a link for help with the [Purchase Request Form](#) or [One UShop](#) for more in-depth assistance.

◇ A PO **is NOT** required for any amount less than \$10,000.00. This may be processed through EPR (Electronic Payment Request system) or if a PO is required for internal purposes through UShop.

○ Note that the [I/C Checklist](#), [Guest Lecturer Form](#), Contractor Services Agreement, and/or other documentation will be required for EPR and UShop. Here is a link to the [forms](#) found on the AP website

***NOTE: Faculty and staff cannot pay an individual and receive a reimbursement.

3. Additional Helps:

○ Link to [EPR](#)

○ Link to [UShop](#)

○ [One UShop](#) help guide

○ Note that you can always contact the UShop team on [Teams](#) through this link or from the UShop homepage

Need Help?



Reach UShop on Teams