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
      
      ◊ 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