

Miscellaneous Payment (MP) Roles and Responsibilities

1. MISCELLANEOUS PAYMENT COMMON USE CASES

- Pay a Refund (money previously paid to the University that needs returned to Payee)
- [Pay a Human Subject for research participation\(link is external\)](#) (using cash advance payments or direct payments)
- Pay a Stipend (payment to non-employee subject matter experts for subsistence costs)
- Pay an Honorarium
- [Request Petty Cash or a Change Fund\(link is external\)](#)

[More information about these and other Miscellaneous Payment categories\(link is external\).](#)

2. WHEN TO NOT USE A MISCELLANEOUS PAYMENT

- [Paying](#) for goods or services
- Paying a Non-Resident Alien (NRA) - instead use [Supplier Invoice Request \(SIR\) process](#).
- Paying via a wire - instead use the [Supplier Invoice Request \(SIR\) process](#).
- [Paying for employment services, wages, relocation or making payments that should be part of the student financial aid process](#)

Miscellaneous Payment (MP)

Business Role	Business Responsibilities
Employee or Cost Center Expense Data Entry Specialist (EDES)	☐ Determine if a MP is the appropriate form of payment. Refer to the ARC job aid "Procuring Goods and Services". ☐ Verify in Workday the name of the Miscellaneous Payee (MSC) has not already been established by typing "Find Miscellaneous Payees" in the Workday search bar. ☐ For new Miscellaneous Payees, please collect the required OSU supplier/payee forms and type "Create Miscellaneous Payee" in the Workday search bar. For EFT payments the banking information needs to be submitted in this step by the EDES role. ☐ Create a Miscellaneous Payment in Workday. ☐ Ensure a complete business purpose is listed which supports the MP request and includes the "who, what, when where and why." This business purpose should be written so an individual, unfamiliar to the organization's operation can understand why the transaction occurred and how it benefits the mission of the University. ☐ Verify the payment will be after the event in applicable (honorarium) by entering a "Due Date" after the event or submitting the MP after the event. Payments should not be made prior. ☐ Attach backup documentation supporting the MP request. Example: A flyer for a talk or announcement of the guest speaker showing dates and location.
Cost Center Manager (CCM) *Avg. Process Time: 1-2 Business Days	☐ The CCM will review the funding/budget, business purpose, required documentation and general compliance with OSU policy. ☐ Ad hoc additional approvers if required (Department Leader, College Finance officer, SFO, OAA etc.).
Service Center Rep (UNIV) *Avg. Process Time: 1-2 Business Days	☐ Reviews the MP for compliance using all OSU policies for reference. ☐ Ad hoc additional approvers if needed. ☐ Will either "Approve" or "Send Back" when additional documentation or clarification is needed.
OSU HR (HCM Supplier Approver) *Avg. Process Time: 1-2 Business Days	☐ Reviews payees' OPERS form to ensure they are not a current or former employee in the payment calendar year.
OSU Accounts Payable *Avg. Process Time: 1-2 Business Days	☐ Ensures completeness of Supplier/Payee Setup Form and EFT information if applicable. ☐ Verifies amount to be paid based on attachments supplied by the department.
Service Center Lead (UNIV) *Avg. Process Time: 1-2 Business Days.	☐ Compliance quality review with an in-depth investigative evaluation including but not limited to conflict of interest, reasonableness of payment per all OSU policies/B&F and Internal Audit. ☐ Managing compliance uncertainty of transactions by coordinating with Internal Audit, the Travel Office and Business and Finance ☐ Will either "Approve" or "Send Back" when additional documentation or clarification is needed.

Helpful links

Workday: <https://it.osu.edu/workday>

OSU Policies: <https://policies.osu.edu/>

ASC BSC: <https://ascintranet.osu.edu/business-services>

- Additional help for common questions/situations can be found on our [FAQ](#).

ARC MP Job Aid:

- [Miscellaneous Payment Process](#)
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BuckeyeLearn Training

- [Miscellaneous Payment Requests Curriculum](#)
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Workday Reports

- **Find Miscellaneous Payment Request Summary - OSU** - This Workday report returns Miscellaneous Payment Request data based on summary header information such as status, payee or amount. Can be used for spend audit and transaction status tracking.
- **Find Miscellaneous Payment Request Details - OSU** - This Workday report returns Miscellaneous Payment Request data that includes individual line details, such as funding and item description. Can be used for spend and funding audit details.