A8.800 Disbursing/Preaudit and Payroll

A8.862 Employment and Payment of Non-University Personnel (Form 5)

1. Purpose
   a. To establish procedures for the purpose of making prompt payments to non-University personnel (usually from foreign countries) for providing personal services.
   b. To provide a means of requesting approval for the use of the Employment and Payment of Non-University Personnel, Form 5.

2. Objective
   To begin the payment process prior to completion of the performance so that these non-University personnel from foreign countries would be able to cash their U.S. check in this country.

3. Applicability/Responsibilities
   a. Each campus/department is responsible for preparing the U.H. Form 5 a month in advance of the performer's service date.
   b. The Director of Disbursing/Preaudit will be responsible for approving/disapproving the requests and informing the department of the request status.

4. Guidelines
   a. This procedure excludes University personnel such as undergraduate and graduate students, and University employees.
   b. Approval must be obtained prior to submission of the Form 5.
c. This procedure was not established to circumvent the Performer/Services/Contract Agreement.

d. Service must be performed and completed within ten (10) working days or less.

e. Payment is made on a one time basis upon satisfactory completion.

f. The total fee to be paid (which shall include consultant fees/honoraria, transportation costs and living expenses) should not exceed $500.

g. Any exception to the $500 limit must be justified and approved by the Procurement and Property Management Office.

h. If departments are found to be abusing this procedure, the privilege of using this form will be taken away.

5. Procedures

a. Approximately a month in advance of the date the check is needed, the University department or campus forwards a justification letter addressed to the Director of Disbursing asking for approval to process a Form 5.

b. Upon receipt of approval, the department or campus:

1) Prepares UH Form 5 in original and three copies—two white copies (Attachment A) and one yellow copy (Attachment B) and;

   a) Enters social security number of performer on form to facilitate the preparation of tax information documents at the end of the calendar year.

   b) Indicates whether the performer is a "foreigner." If foreigner has no social security number, the Disbursing Office will assign a substitute number.

2) Reviews and affixes the necessary signatures.

3) Forwards the original and three copies to the Disbursing Office.
c. Upon receipt of this form, the Disbursing Office:

1) Reviews the document for conformance with policies described herein.

2) Checks mathematical and clerical accuracy.

3) Assigns a substitute social security number when appropriate and processes the document for payment.

d. Upon generation of a check, the yellow copy of the Form 5 is attached to the check and the department requesting it will be notified.

e. The Disbursing Office forwards to the Fiscal Officer or holds the check for the department or agency in accordance with instructions contained on the form.

f. Upon completion of services, the University department or agency gives the check or warrant to the payee, obtains the payee's signature and date on the yellow copy, certifies that service has been satisfactorily performed and forwards the yellow copy to the Disbursing Office within 10 days after performance of service by contractor/consultant.

g. The Disbursing Office uses the yellow copies to prepare quarterly reports to the State Department of Accounting and General Services, showing the names of the payees who have completed their services.

h. Source of forms. The Disbursing Office will maintain a supply of Form 5 and issue to University agencies upon request. Questions relating to this form should be directed to the Director of Disbursing.