Date: March 17, 2016

To: All Dornsife Department Administrators

From: Steve Mackey, Sr Assoc. Dean & COO

Subject: Honorarium Payment Processing

Have you ever dreamt of being able to pay your highly distinguished speaker while they were on campus speaking for your event? Or not make the speaker go through the dreaded ‘supplier portal’? Now that dream is a reality. Operations manager, Christine Patugan, in partnership with the Dornsife business office and central procurement, led a pilot project that is now ready for full implementation.

Business Services has released the new “Honorarium Payee Form” in eMarket in order to expedite supplier on-boarding specifically for honorarium payments. Honorarium payees will no longer need to login to the portal. The requesting USC department now submits the request for their honorarium recipients and can have a check ready while they are on site for your event.

Important: All domestic honorarium payments must utilize this process effective immediately.

If you have any questions or need assistance, please contact your Operations Manager or Director of Budget and Finance (administrative units only).
What are the steps to this new process?

Step 1: Verify the Payee is not already a vendor

A speaker only needs to be “vendorized” one time. If your speaker has been paid by USC before, skip to Step 4.

If you are unsure if a payee has been setup before, verify they are not in the system before moving to Step 2.

a) To look up a vendor, login to Kuali and click the “Vendor” module
b) Search the Vendor Name by LastName*. This will return a list of vendor names, if your speaker is listed, go to Step 4. If not, proceed to Step 2.

Step 2: Signed W9 and Contact Information

All payees are required to send you a signed W-9 and their contact information. W-9 forms can be downloaded here: [https://businessservices.usc.edu/files/2014/06/w9_form-protected-1.docx](https://businessservices.usc.edu/files/2014/06/w9_form-protected-1.docx). Make sure to also collect the payee’s phone number and email address – these are required later in the process.

Step 3: Complete the honorarium form in eMarket

Where is the honorarium payee form and how is it completed?

a. Log into eMarket and hover your mouse over the icon on the left side of the screen.

b. The Supplier Management menu will open.

c. Hover over Requests, and then click on Request New Supplier.
i. Choose the Honorarium Payee Form from the drop down menu,
ii. enter the honorarium payee’s legal name (from the W-9),
iii. Submit.

Note: if you need to return to a saved honorarium payee form, go to this same Supplier Management menu, hover over Requests, and click on Manage Supplier Requests.

Once Submit is clicked, the following screen will include instructions and guidelines on how to complete the form. After reviewing these instructions, scroll to the very bottom of the screen and click on Next.

The next screen is where information such as the description of the academic activity for which the honorarium is being paid and the payee’s contact information will be entered. This is also where the W-9 form will be uploaded. At the bottom of the screen, either save the information that has already been entered (helpful if the payee still needs to provide the W-9) or click on Next to proceed.
Click on Complete Request to submit the completed form for processing.

Congratulations! You have now submitted the payee for setup.

**Step 4: Request the payment in Kuali**

The Kuali DV procedures for this process remain the same.

If you have any questions, please contact your Operations Manager or Director of Budget and Finance (administrative units only).
FAQ: Honorarium Payee Process

1. **Who can use this form?**
   Individuals who are receiving an honorarium payment. That is, a payment for services for which fees are not traditionally required. This includes one-time academic guest speakers, guest artists, tenure referees, and non-recurring seminar/workshop leaders.

2. **Who can’t use this form?**
   Foreign visitors, other supplier types including professional service suppliers, reimbursements to USC employees, students, or non-honoraria guests, recipients of other DV payments such as prizes, awards, or royalties.

3. **My speaker was previously setup through the old supplier portal process. Do I need to do this or can I order the payment for my speaker?**
   Generally, they should already be setup and you can initiate the on-demand process via the Kuali DV process. If you are unsure, you can use step 1 above to verify their status.

4. **How do I know if a payee is already in the system?**
   See question #3 above.

5. **How long does this process take?**
   Expect a 4-6 week turn-around time. We expect this timeline to reduce as the process matures, but for now, expect a bit more time. If a vendor is already in the system expect the normal 5-7 business days.

6. **How do I setup foreign payee?**
   Unfortunately, due to IRS and OFAC regulations, this process cannot be used for foreign payees. Therefore, the process has not changed for this group.

7. **Inaccurate Message Clarification?**
   You may receive an email that says in part:
   
   “Your request for [your speaker] has been approved. The email-based invitation has been issued to the supplier/payee and is awaiting their response.”
   
   This message is a system generated message and inaccurate. The speaker needs to take no further action. This should be going away shortly, but you may experience it in the early phases of this rollout.

8. **Have further questions?**
   Visit the training section of the procurement webpage [https://procurement.usc.edu/training/usc-supplier-portal/](https://procurement.usc.edu/training/usc-supplier-portal/) (login required) or contact your ops manager or budget director.