

Additional Payments and Honorariums

Additional Payments and Honorariums are one-time, voluntary payments made to individuals or organizations. These payments are administered according to the following guidelines:

Additional payments (add pay) are only for RIT/NTID employees.

Honorariums can be made to those affiliated with RIT – student employees, faculty and/or staff, ex-employees and retirees, as well as non-employees, but are processed differently (see chart below).

Additional Payments (Add Pay)

Add Pays are intended for special recognition of extra effort, not as payment for services or work performed. Add Pays are processed through an Oracle online application completed by NTID's Employee Administrator (Maria Ocasio). All NTID Add Pays require NTID President's approval, and Add Pays over \$1,000 require RIT HR approval.

To request: supervisor of employee to be recognized sends Maria an email with the request, and justification for the request. Maria works with NTID Administration to obtain approval.

- When Used:
 - Exempt (salaried) employees -- for work over and above base salary
 - Non-exempt (hourly) employees -- for extra effort, spot award or job-related prize only
- Add Pays should be used to make a one-time payment using one of the following payment types:
 - Commission – used for previously approved compensation plan
 - Intellectual Property (IP) Release – used for previously approved compensation plan
 - Royalty – used for previously approved compensation plan
 - Honorarium – used for a payment in recognition of professional services such as acting as a guest speaker
 - Award/Recognition – used for Spot Award, Mentor Recognition, Extra Effort Recognition, Eisenhart Award, Presidential Outstanding Staff Award

The below payment schedule is used as a guideline for NTID Add Pay:

Examples of Additional Payment for Award/Award/Recognition	Range per semester
Taking on additional responsibilities/tasks outside of Plan of Work/Job Description	\$300-\$500
Leading a project outside of Plan of Work/Job Description	\$500-\$800

Honorariums

The below chart details RIT's guidance on the payment of Honorariums:

<i>Purpose of Payment</i>	<i>Pay Through Payroll?</i>	<i>Pay Through Accounts Payable?</i>
<i>Honorariums</i> to RIT student employees, faculty and/or staff, ex-employees and retirees.	Yes. Complete an Additional Payment Form and forward to Payroll for processing. See page 10 to select the correct object code.	No. Process through Payroll.
<i>Honorariums</i> to non-employees	No. Process through Accounts Payable.	Yes. The individual must be Onboarded via PaymentWorks first. Then, submit an IPF via Oracle Workflow. If the award is \geq \$600, the individual will receive a 1099 form (or if the combined payments to individual in a calendar year \geq \$600).

- Accounts Payable considers honorariums to be minimal payments of **\$500** or less.
- Form W-9 of the individual receiving the honorarium is required along with a 'Honoraria' letter indicating the sum awarded is not payment for services. The form is found here: [Honoraria](#)
- Honorariums are typically awarded for guest speakers and Experiential Learning.

The below payment schedule is used as a guideline for NTID Honorariums:

Event	Amount
<i>Full Lecture</i>	
3 hours:	\$400 (such as for Experiential Learning Session)
1.5 hours:	\$200
30 minutes:	\$50
*1.5 hours referenced means for one class session for a course that meets 2x a week	
*3 hours would be for an entire week's worth of class time for a 3-credit course	
<i>Panel (no prep)</i>	\$50

Guidelines on supplemental payment types

Payment Type	When to use	Not to be used for	Payment options	Who is eligible	Approvals*
Adjunct – object code 70400	For any payment for course or non-course related instruction which may or may not be credit bearing, or in the development or administration of courses or student individual study.	-Administrative or non-instruction based work (eg website design) -Regular faculty teaching in their own college (use overload)	-Full Semester -Other date range or term -One-time payment	-Regular faculty teaching in a different college, division or center -Regular exempt staff -Grad students not teaching in their discipline of study (must be approved by the Provost) -Regular Adjuncts	Approval using budget signing authority as defined by accounting based on G/L department number of payment. If the payment is to a regular employee, the supervisor of that employee will receive a notification upon final approval. (proposed change to existing policy)
Special Assignment – object code 70900, 70925, 70950	For payment for work performed outside of the employee's normal job duties or plan of work such as an interim role. Typically it is short term in nature and should not extend longer than 6 months or the academic year. Payment is made as the work is performed.	-Faculty overload assignments related to their plan of work including instruction or course development	-Full Semester -Other date range or term	-Regular faculty -Regular exempt staff Please note: Adjuncts are not eligible for this type of payment, please use the non-course Adjunct payment type	Two levels of approval above the person receiving the payment including the direct supervisor. Payments of \$1000 or higher must be approved by Human Resources prior to communicating to the employee.
Add Pay – object code 70900, 70925, 70950, 70350, 70650, 70555	For payments of Commission, Royalty, IP Release, Honorarium, Staff Award, Eisenhower Award, Spot Award, Mentor Recognition	-work performed	One-time payment	-Regular faculty or staff (special rules apply for non-exempt staff) Please note: Adjuncts are not eligible for this type of payment, please use the non-course Adjunct payment type	Two levels of approval above the person receiving the payment including the direct supervisor. Payments of \$1000 or higher must be approved by Human Resources prior to communicating to the employee.
Summer Salary – object code 70550	For payment of work done outside of the contract period in the summer within the faculty's own college or center. Can be for course instruction or development, research, scholarship, or other work done for the benefit of the college or RIT.		-Full Summer period (6/1 – 8/15) -Other date range or term within summer period -One-time payment within summer period	-Regular faculty on less than 12 month contract periods	Approval by PI or budget head based on the G/L department number of the payment.
Overload – object code 70555	For payment of work done outside of the faculty member's plan of work within the same college during the academic year		-Full Semester within academic year -Other date range or term within academic year -One-time payment within academic year	-Regular faculty teaching in their own college	Approval by PI or budget head based on the G/L department number of the payment.

* Sponsored Program Accounting (SPA) will be the final approver on all payments on grants or contracts.

G:\Oracle Procedures\Guidelines on payment types.docx

How to Onboard the Recipient of an Honorarium in PaymentWorks

Purpose: For Non-Employees to Receive an Honorarium

Prerequisite Checklist

- ☒ Oracle access to *RIT Invoice Payment Requests*
[Instructions for Requesting Oracle Access](#)
- ☒ Signed *Honorarium Acceptance Letter*
 - ☒ Date of engagement
 - ☒ Signatures from all parties[Honorarium Acceptance Letter Template](#)
- ☒ First-time recipients (or "suppliers") must be added to the Oracle database
[Invite a Supplier to Onboard via PaymentWorks](#)

- 1) Log into the RIT Service Center (RSC) portal
- 2) Search for PaymentWorks and select "How do I onboard a new supplier?"
- 3) Scroll down and find this link to log into Payment Works

How do I onboard a new supplier?

7d ago • 40 Views • ☆☆☆☆☆

Solution

As of April 3, 2023, all new suppliers will be onboarded and managed through a third party vendor, PaymentWorks. Departmental users can invite their suppliers/vendors to complete the required information through the PaymentWorks portal. With this new portal, vendors are now responsible for supplying and maintaining their own information.

Instructions for how to on board your supplier can be found here: <https://www.rit.edu/procurement/paymentworks-resources-rit-departmental-users#training-videos-from-paymentworks>

To initiate the process, ~~the department will need to send them~~ an invite through this portal. You can login to the portal using your RIT credentials: <https://www.paymentworks.com/login/saml/?idp=rit>.

After the vendor has supplied their information in the portal, and that information has been verified, the person who initiated the request will be notified via email, including their Oracle Supplier Number (vendor number). The initiator will also receive other notifications throughout the process; they may also login to the portal to inquire about the status of any of the suppliers to which they have sent invitations.


NOTE: All invoice processing remains the same.

4) Follow these steps to Send the invite:

1. From the Home screen, select Vendor Master Updates
2. Navigate to the New Vendors tab
3. Change the display setting on this page to "Onboarding Tracker" if applicable
4. Click the Send Invitation button
5. In the new invitation window, enter the appropriate information into the fields
6. Click the Send button to save this invitation in the system (performing this action does not send the invitation to the vendor)



5) Fill in the non-employee's contact information. Make sure to scroll down to enter all fields:

 **Invite New Vendor**

Company/Individual Name:*

This field is required.

Contact E-Mail:*

Verify Contact E-Mail:*

Description of Goods and Services:*

Initiator Name (first and last):*

*Required Field

Cancel

Send

6) You will receive an email when the individual has completed their onboarding process.

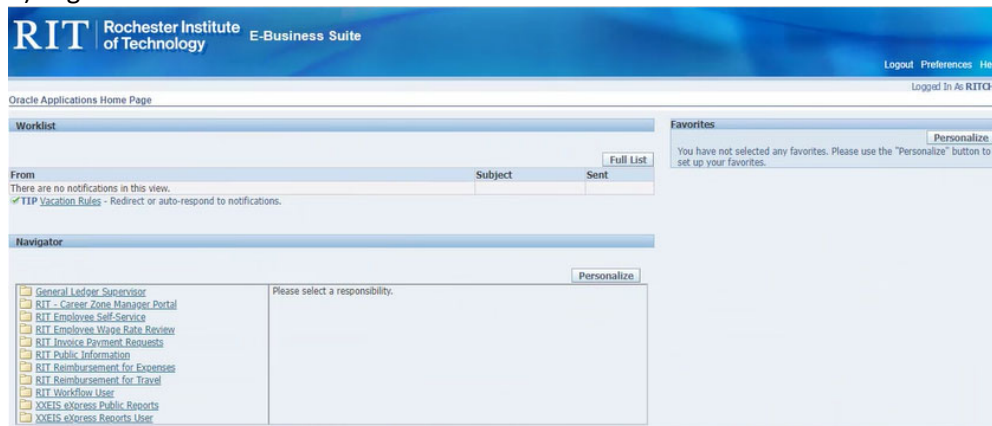
7) Once onboarded, you can submit a request through Oracle to start the process for payment.

How to Submit an IPF Request for an Honorarium via Workflow in Oracle

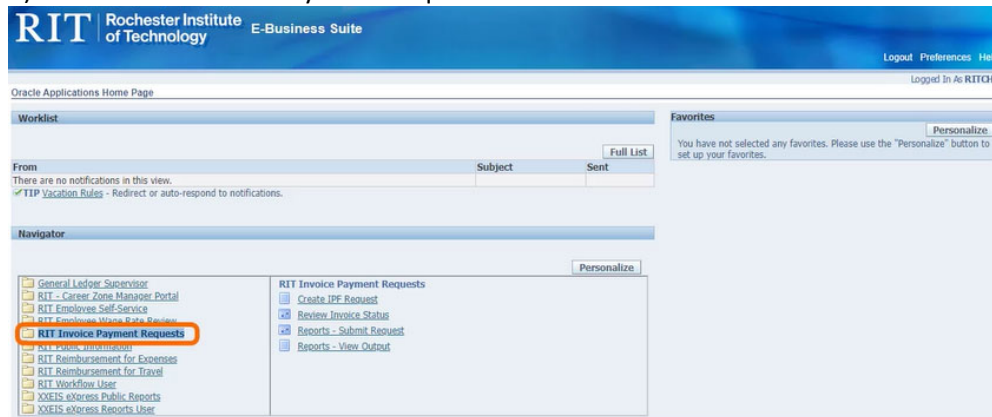
Workflow to Submit an Honorarium

The procedures are found on the NTID Academic Affairs page under the College Policies and Guidelines section: <https://www.rit.edu/ntid/president/academic-affairs>

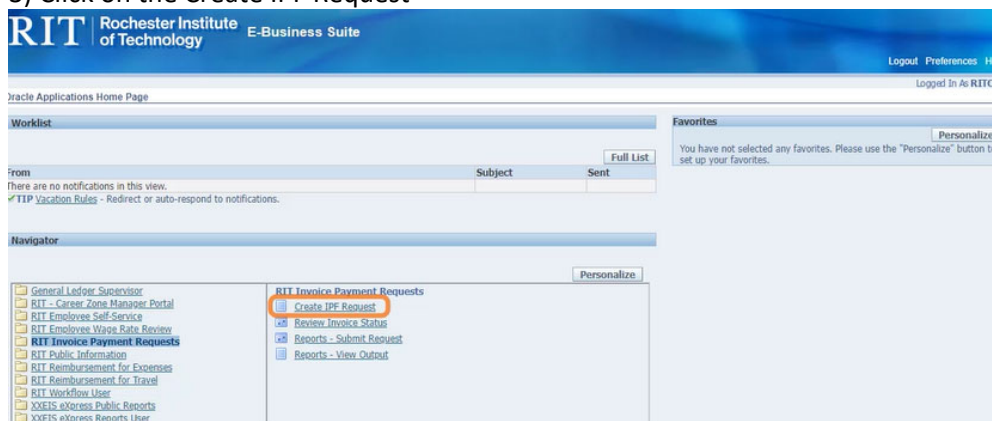
1) Log into Oracle



2) Click on RIT Invoice Payment Request



3) Click on the Create IPF Request



4) All requests are displayed on this page

The screenshot shows the RIT Invoice Payment Requests page. The top navigation bar includes the RIT logo, 'Rochester Institute of Technology', and 'RIT Invoice Payment Requests'. Below the navigation bar, there are links for 'Home', 'Logout', and 'Preferences'. The main content area is divided into two sections: 'Submitted Invoice Payment Requests' and 'InProgress Invoice Payments'. Both sections show a table with columns for 'Request Number', 'Request Submit Date', 'Payment Type', 'Payee', 'Payment Total (USD)', 'Duplicate', 'Withdraw from AP', and 'Review'. The 'Submitted' section shows 'No results found.' and the 'InProgress' section also shows 'No results found.'.

5) Click **Create Invoice Payment Request**

The screenshot shows the RIT Invoice Payment Requests page. The 'Create Invoice Payment Request' button is highlighted with a red box. The page layout is identical to the previous screenshot, showing the 'Submitted Invoice Payment Requests' and 'InProgress Invoice Payments' sections.

6) From the drop-down menu, change the Payment Type to **RIT-IPF Honorarium**

7) Enter the description (business purpose)

The screenshot shows the 'Create Expense Reimbursement: General Information' form. The 'Payment Type' dropdown menu is open, and 'RIT-IPF Honorarium' is selected. The 'Reimbursement Currency' is set to 'US Dollar'. The 'Description' field is empty, with a red error message below it: 'Please enter a Business purpose and dates of expenses, you have 240 characters!'. The 'Additional Information' section includes fields for 'Payee Name', 'Payee Site', 'Invoice Date', and 'Invoice #'. The 'Save', 'Cancel', and 'Next' buttons are visible at the bottom of the form.

8) Be sure to include the date of the event

The screenshot shows the 'Create Expense Reimbursement: General Information' form. The 'Payment Type' dropdown menu is open, and 'RIT-IPF Honorarium' is selected. The 'Reimbursement Currency' is set to 'US Dollar'. The 'Description' field is filled with the text: '\$200 for Applesseed, Johnny - Keynote speaker for RIT Tree Planting Event - 2/1/2023'. The 'Additional Information' section includes fields for 'Payee', 'Payee Site', 'Date of Engagement', and 'Invoice #'. The 'Save', 'Cancel', and 'Next' buttons are visible at the bottom of the form.

9) Enter the Recipient's name in the Payee section. Search by clicking the magnifying glass icon. Select the correct recipient's name. Click **Select**

If the Payee's name is not populated, revisit the Prerequisite section

The screenshot shows the 'General Information' section of the 'RIT Invoice Payment Requests' form. The 'Payee' field is populated with 'APPLESEED, JOHNNY'. A modal window titled 'Search and Select List of Values - Google Chrome' is open, displaying a search for 'Payee'. The search results table shows one entry: 'APPLESEED, JOHNNY'. The 'Select' button in the modal is highlighted with an orange box.

Select	Quick Select	Payee
<input type="radio"/>		APPLESEED, JOHNNY

10) Click the magnifying glass and select the method of payment from the Payee Site dropdown box.

The screenshot shows the 'Payment and Invoice Lines' section of the form. The 'Payee Site' dropdown menu is open, and the 'Select' button in the modal is highlighted with an orange box.

Select	Quick Select	Payee Site	Description	Payment Method
<input type="radio"/>		ELECTRONIC 1303 Apple Dr	ORCHARD PARK, NY	EFT

11) Select the correct Payee Site from the drop-down menu

The screenshot shows the 'Payment and Invoice Lines' section of the form. The 'Payee Site' dropdown menu is open, and the 'Select' button in the modal is highlighted with an orange box.

Select	Quick Select	Payee Site	Description	Payment Method
<input type="radio"/>		ELECTRONIC 1303 Apple Dr	ORCHARD PARK, NY	EFT

12) Enter the **Date of Engagement**

RIT Rochester Institute of Technology RIT Invoice Payment Requests

Home Logout Preferences

Invoice Payments

PF Home

General Information Payment and Invoice Lines Allocations Review

Create Expense Reimbursement: General Information

Indicates required field

Save Cancel Step 1 of 4 Next

* Payment Type RIT-IPF Honorarium

Name Tiger, RITchie

* DEPARTMENT 15600 TECHNOLOGY MANAGEMENT

Reimbursement Currency US Dollar

* Description \$200 for Appleseed, Johnny - Keynote speaker for RIT Tree Planting Event - 2/1/2023

Please enter a Business purpose and dates of expenses, you have 240 characters!

Additional Information

* Payee APPLESEED, JOHNNY

* Payee Site ELECTRONIC

1303 Apple Dr ORCHARD PARK, NY

* Date of Engagement 01-Feb-2023

Save Cancel Step 1 of 4 Next

13) Review and click **Next**

RIT Rochester Institute of Technology RIT Invoice Payment Requests

Home Logout Preferences

Invoice Payments

PF Home

General Information Payment and Invoice Lines Allocations Review

Create Expense Reimbursement: General Information

* Indicates required field

Save Cancel Step 1 of 4 **Next**

* Payment Type RIT-IPF Honorarium

Name Tiger, RITchie

* DEPARTMENT 15600 TECHNOLOGY MANAGEMENT

Reimbursement Currency US Dollar

* Description \$200 for Appleseed, Johnny - Keynote speaker for RIT Tree Planting Event - 2/1/2023

Please enter a Business purpose and dates of expenses, you have 240 characters!

Additional Information

* Payee APPLESEED, JOHNNY

* Payee Site ELECTRONIC

1303 Apple Dr ORCHARD PARK, NY

* Date of Engagement 01-Feb-2023

Save Cancel Step 1 of 4 Next

14) Enter each expense related to the event on a separate line, click **Next** when finished

RIT Rochester Institute of Technology RIT Invoice Payment Requests

Home Logout Preferences

Invoice Payments

PF Home

General Information Payment and Invoice Lines Allocations Review

Create Expense Reimbursement: Cash and Other Expenses

Save Cancel Back Step 2 of 4 Next

Payment and Invoice Lines

TIP Enter the date as: 09-FEB-2023. Record all expenses in US dollars.

Select Expense Lines: Duplicate Remove Show Receipt Currency

Select All Select None

Select	Line	Date	Amount	Payment Type	Line Description
<input type="checkbox"/>	1	01-Feb-2023	200		
<input type="checkbox"/>	2				
<input type="checkbox"/>	3				
<input type="checkbox"/>	4				
<input type="checkbox"/>	5				
<input type="checkbox"/>	6				
<input type="checkbox"/>	7				
<input type="checkbox"/>	8				
<input type="checkbox"/>	9				
<input type="checkbox"/>	10				

15) Verify the expense account that populates is correct (the object code provided should be correct based on expense type)

General Information Payment and Invoice Lines Allocations Review

Create Expense Reimbursement: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.

* Indicates required field

✓ TIP You can only update lines that are not charged to projects and tasks.

Select Expense Lines: [Update Allocations](#) | [Revert](#) | My Allocations | [Apply](#)

Select All | Select None | Expand All | Collapse All

Select Focus Line	Date	Type	Amount	Line Description	ENTITY	DEPARTMENT	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM
<input type="checkbox"/>	01-Feb-2023	Honorarium	200.00 USD	Appleseed, Johnny speaking engagement	01	15600	75050	88	00000	00000
					RIT	TECHNOLOGY MANAGEMENT HONORARIA		PLANT & EQUIPMENT CLEARING NONE		NONE

[Save](#) [Cancel](#) [Back](#) Step 3 of 4 [Next](#)

16) If the account is not enabled, you will receive an error message. Request the account be enabled via RSC. Once enabled, you can go back to your saved request and finish submitting the Honorarium in Oracle

Invoice Payments Home Logout Preferences

IPF Home

General Information Payment and Invoice Lines Allocations Review

Error

Line 1 Error - Please choose an existing combination.

Create Expense Reimbursement: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.

* Indicates required field

✓ TIP You can only update lines that are not charged to projects and tasks.

Select Expense Lines: [Update Allocations](#) | [Revert](#) | My Allocations | [Apply](#)

Select All | Select None | Expand All | Collapse All

Select Focus Line	Error	Date	Type	Amount	Line Description	ENTITY	DEPARTMENT	OBJECT	EXPENSE CATEGORY	PROJECT	PROGRAM
<input type="checkbox"/>	1	01-Feb-2023	Honorarium	200.00 USD	Appleseed, Johnny speaking engagement	01	15600	75050	88	00000	00000
						RIT	TECHNOLOGY MANAGEMENT HONORARIA		PLANT & EQUIPMENT CLEARING NONE		NONE

[Save](#) [Cancel](#) [Back](#) Step 3 of 4 [Next](#)

Invoice Payments Home Logout Preferences

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17) Verify the accuracy of the information on the payment details page

General Information

Submitter: Tiger, RITchie
Manager: Jungle, James
Department: 15600

Payee Name: APPLESEED, JOHNNY
Payee Site: ELECTRONIC
Date: 01-FEB-2023

Invoice Payment Total: 200.00 USD
Invoice Description: \$200 for Appleseed, Johnny - Keynote speaker for RIT Tree Planting Event - 2/1/2023

Attachments: None [Add...](#)

Payment Lines Allocations

Payments

Payment Lines

Date	Payment Type	Line Description	Amount
01-Feb-2023	Honorarium		200.00 USD

Verify that the total amount of the expenses is correct.

[Save](#) [Cancel](#) [Back](#) Step 4 of 4 [Submit](#)

Invoice Payments Home Logout Preferences

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18) Attach the signed honorarium acceptance letter to your request. Click **Add** and choose the file

Invoice Payments
IPF Home

General Information Payment and Invoice Lines Allocations Review

Create Expense Reimbursement: Review

Save Cancel Back Step 4 of 4 Submit

General Information

Submitter Manager Department	Tiger, RITchie Jungile, James 15600
Payee Name Payee Site Date	APPLESEED, JOHNNY ELECTRONIC 01-FEB-2023
Invoice Payment Total Invoice Description	200.00 USD \$200 for Appleseed, Johnny - Keynote speaker for RIT Tree Planting Event - 3/4/2022

Attachments None **Add...**

Payment Lines Allocations

Payment Lines

Date	Payment Type	Line Description	Amount
01-Feb-2023			200.00 USD

Attach the signed honorarium acceptance letter to this request by clicking the Add button.

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19) If applicable, attach any other receipts/documentation the same way, by selecting **Add Another**

Invoice Payments
IPF Home

Invoice Payments: IPF Home >
Add Attachment

Cancel **Add Another** Apply

Attachment Summary Information

Title
Description
Category

Signed Honorarium Letter

Miscellaneous

Define Attachment

Type ☒ File ☐ URL ☐ Text

Choose File 2023-02-01 ...ce Letter.pdf

Other receipts and applicable documentation should also be attached in the same way.

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20) Click **Apply**. Once all information is verified, click **Submit**

Confirmation
Attachment Signed Honorarium Letter has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.
Create Expense Reimbursement: Review

Save Cancel Back Step 4 of 4 Submit

General Information

Submitter Manager Department	Tiger, RITchie Jungle, James 15690	Payee Name Payee Site Date	APPLESEED, JOHNNY ELECTRONIC 01-FEB-2023	Invoice Payment Total Invoice Description	200.00 USD \$200 for Applesseed, Johnny - Keynote speaker for RIT Tree Planting Event - 2/1/2023
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Attachments [View](#) [Add...](#)

Payment Lines **Allocations**

Payments

Payment Lines

Date	Payment Type	Line Description	Amount
01-Feb-2023	Honorarium		200.00 USD

Save Cancel Back Step 4 of 4 Submit

21) On the Invoice Payment home page, you should see your request. If you notice anything that is incorrect, you can withdraw it, make changes and resubmit

Invoice Payments
IPF Home
Invoice Payments Home

Create Invoice Payment Request Check Invoice Status

Submitted Invoice Payment Requests

Request Number	Request Submit Date	Payment Type	Payee	Payment Total (USD)	Duplicate	Withdraw from AP Review
IPF1483692	09-Feb-2023	Honorarium	APPLESEED, JOHNNY	200.00		

In Progress Invoice Payments

Request Number	Request Date	Invoice Payment Total (USD)	Invoice Description	Update	Duplicate	Delete
No results found.						

Create Invoice Payment Request Check Invoice Status

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If changes need to be made,



Online Invoice Payment Form: *Submitting Honorariums*

Final Steps in the Workflow

- ▶ Accounts Payable receives the honorarium request and begins the review process for accuracy
- ▶ Review process may take several business days
- ▶ An email is sent to the author when this process is completed
- ▶ Approved honorariums are routed to the department's budget authority for final approval