Treasurers for Campus Organizations will be able to request payments by check through the Workday system, which replaces the need for a paper voucher. Treasurers will first use Workday to search for the payee and if needed, will then request a new payee be added in Workday.

**Step One: Find a Payee**

To use Workday to request a payment by check, you must first be sure the payee will be available for Create Miscellaneous Payment Request. Log on to Workday, and type *Find Miscellaneous Payees* in the search bar:

Once on the *Find Miscellaneous Payees* screen, search for the person, company, etc. you need to pay by payee ID (if known) or name:

Press “OK” at the bottom of the screen to return results:
Should your search return multiple values use the magnifying glass on the results page to review the information on each result. Switch between information using the ribbon within the View Miscellaneous Payee page to view Contact Information and Tax Information:

If the information found matches the information you have collected about your payee, make note of the name and Miscellaneous Payee ID, and move on to the Create Miscellaneous Payee Request. If not, proceed to step two below.

**Step Two: Creating a New Payee in Workday**

Since the Create Miscellaneous Payee Request process will access payee information in from miscellaneous payees already established in Workday, treasurers will need to request to create new payees in Workday of they are not already established.

Please first collect information about your payee. This will include the legal name, address, and a W-9 if needed. W-9s are needed any time your payee is providing a taxable service including lodging, registrations.

To begin, navigate to Create Request using the search bar:
Type “Miscellaneous Payee” in the “Request Type” field and then “OK” at the bottom of the screen.

The request form will populate. The first three fields are required.

- Describe your request, including a short description of what the payee will be receiving payment for (Ubill reimbursement, photography services, equipment rental, speaker for your symposium, etc.).
- Enter the Payee Name and address in the designated fields IN ALL CAPS.
- If a W-9 is required, attach that document to this request in the “Attachments” area.

Once all information is entered, select “Submit” at the bottom of the page.
You request will be sent to Campus Organizations Accounting for approval. If additional information or clarification is not needed, you will be notified via Workday when your request is complete. Once the payee is established, proceed the steps in Create Miscellaneous Payment Request in Workday to process the payment.