A new process is available to Campus Organizations Treasurers, which replaces the paper voucher process for requesting checks. The miscellaneous payee process will allow treasurers to request a check within Workday. All approvals and documentation will be within Workday. In order to request a payment, the payee will have to be available or set up in Workday first (see step one). Once the treasurer has found or created a new payee, then a request can be made (see step two). Besides electronic approvals, another enhancement of this new process is that treasurers can review in process and completed payee requests using Workday (see step three).

**Step One:** search to see if the person or company to be paid is set up in Workday.

- In Workday, search using *Find Miscellaneous Payees* and search by name
- Instructions *Finding and Creating a Payee in Workday* is available in Treasurer’s Training in Canvas, or the COA website

<table>
<thead>
<tr>
<th>Found your payee?</th>
<th>Didn’t find your payee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make note of the payee ID, and move on to <em>Create Miscellaneous Payment</em></td>
<td>You’ll need to have the payee set up in Workday before proceeding</td>
</tr>
</tbody>
</table>

- Use *Create Miscellaneous Payee* (Use Part 2 of instructions *Finding and Creating a Payee in Workday*)
- Wait for notification from Workday that your request is complete before proceeding to *Create Miscellaneous Payment*

**Step Two:** Request for the payment to be created

- In Workday, use *Create Miscellaneous Payment Request* to fill in and complete the required sections, without deviating from the written instructions.
- Instructions *Create Miscellaneous Payment* are available in the Treasurer Training in Canvas or the COA website.
- For any corrections, revisions, or additional documentation needed, the request will be sent back to the requestor.
- Once fully approved, the request will enter the queue for a check to be printed and mailed. University checks are printed and mailed once per day.

**Step Three:** If needed, the completed or in progress transaction can be reviewed

- Utilize *ISU Find Miscellaneous Payment Requests* in Workday.
- Instructions for this report are available in *Review Miscellaneous Payment Requests in Workday* and can be found in Treasurer Training in Canvas or the COA website.
FAQ

Who can make a payment request?

- **Access to Find Miscellaneous Payee, Create Miscellaneous Payee, and Create Miscellaneous Payment** is restricted to Campus Organization Treasurers.

Can a request be cancelled?

- Yes, the request can be cancelled by the treasurer/requestor.
- Ask for the request to be sent back if it is not in the treasurer’s inbox (use Review Miscellaneous Payment Requests in Workday to determine the status of an in-progress transaction)
- From the Treasurer’s inbox, select the transaction, and use the “Cancel” button on the bottom of the request.
- This will take you to a “Cancellation” page where you will confirm that you want to cancel the request.

What information is needed to make a request?

- An invoice, itemized receipt, or contract is always needed
- A W-9 will be needed to complete the payee profile if a taxable service or other taxable payment is sought.
- Some types of transactions require additional documentation. Please see the treasurer training manual or email coa@iastate.edu with questions.

Will the paper voucher still be an option to request a check?

- During the Spring and Summer 2021 semesters, requests will be accepted either through the Create Miscellaneous Payment Request in Workday or via the paper voucher process.
- At the beginning of the Fall 2021 semester, paper vouchers will no longer be accepted.

How will you know that a payment has been sent?

- The payment will be sent after the request has been fully approved
  - See Review Miscellaneous Payment Requests in Workday for help with checking on the status of a request
  - The treasurer or advisor will also see that the payment will post to the club’s transaction details.