

Use of the online payment request form has many advantages over use of a paper form including cost savings, quicker execution of approvals by managers and administrative offices, ensuring consistent reviews and coding of payment information, and allowing managers visibility into the progress of payment approval and processing. The online system also aids the university's efforts to comply with federal regulations governing employee classification by enforcing business rules through system validation of payment recipients.

### **Q: How do I request payments online?**

**A:** The payment request form is available through the Manager Self Service menu in myHR by navigating to Manager Self Service > Payment Requests > Payment Request Form.

### **Q: How do I get access to request payments online?**

**A:** Budget Managers automatically have access to request payments for their departments. Budget Managers have the ability to delegate access to additional payment requesters for their departments through the self-service Budget Manager Delegation page available in myHR (Manager Self Service > Budget Manager Budget Manager Home Page > Budget Manager Delegation). A PeopleSoft Access Request form is not necessary to request access to enter employee payment requests online.

### **Q: Do I still need to submit a SEAF? What is the SEAF used for?**

**A:** A SEAF is necessary for all new hires, regardless of whether the student employee is to be paid hourly or via stipend. For hourly student employees, include the hourly wage on the SEAF. For new hires who will be paid by stipend, do not include salary information on the SEAF. Once the student's employment record has been created, go online to request payment.

A SEAF is not necessary to request one-time payments for active student employees or to renew stipends for student employees who are still active. These payments should be submitted online.

A SEAF should still be used to request changes to an employee's hourly wage or to transfer an employee between different position numbers or departments.

### **Q: I'm not sure what payment type to use. Who do I contact?**

**A:** Information about payment request types is available on the Financial Affairs website at the following link: [http://financialaffairs.depaul.edu/docs/Online\\_Payment\\_Request\\_Types\\_and\\_Descriptions.pdf](http://financialaffairs.depaul.edu/docs/Online_Payment_Request_Types_and_Descriptions.pdf)

If you still have questions:

- Contact the Office of Student Employment for guidance on classifying your student employees according to the approved position definitions and to determine whether an hourly wage or stipend payment is appropriate: <https://offices.depaul.edu/student-employment/hiring-managing/hiring/classifications/Pages/default.aspx>
- Contact [Payroll Services](#) for additional assistance choosing the appropriate method for requesting payment to employees.

**Q: When searching for employees in the online form, why can't I find the person I want to pay?**

**A:** The most likely cause is that the person is not an active employee, or has not been hired into the appropriate type of position for the payment you are trying to request. For each payment request type, information is included on the form explaining the recipient eligibility requirements.

Contact [Payroll Services](#) for additional guidance.

**Q: Why isn't my department showing up on the payment request form?**

**A:** The two most common causes are:

1. You do not have access to request payments for that department. If you are not the budget manager of record for the department, contact him/her to verify that you have been delegated access to request employee payments for that department.
2. The department does not have the appropriate position for the type of payment you are trying to request. Please review the requirements posted with the description for each payment type on the request form. If necessary, work with your department's budget manager to submit a Position Data Request to create a new position of the appropriate type for the payment you want to make.

Contact [Payroll Services](#) for additional guidance.