

Payment Matrix

Employee Wages (Acct # 601XXX)	Employee Award Faculty, Staff, Student Assistant (Acct # 601XXX)	Student Scholarship (Acct #609005)	Student Award (Non-scholarship) (Acct # 660910)
<p>Wages are compensation for an employee's personal services. Wages can be paid by check or cash, or the reasonable cash value of noncash payments (such as meals and lodging). Payments are considered wages even if the employee is a casual worker, a day or contract laborer, part-time or temporary worker, or paid by the day, hour, or any other method or measurement.</p> <p>Wages include, but are not limited to: Salaries, hourly pay, piece rate, or payments by the job, commissions and bonuses, overtime and vacation pay, the reasonable cash value of compensation other than cash.</p> <p>Wages are subject to all employment (payroll) taxes and reportable as personal income tax (PIT) wages unless otherwise stated.</p>	<p>An employee award is a payment made to a university employee. It must be approved by the appropriate delegated authority and be in compliance with the employee's respective bargaining unit.</p>	<p>A scholarship is a payment for an award of financial aid made to a enrolled student based on merit, need, or other criteria as part of the student's financial aid package. Scholarship money is not required to be repaid.</p>	<p>A student award, non-scholarship, is a payment made to an enrolled student for an agreed upon amount. It is awarded or granted for merit, participation, or based on a decision, such as one made by a judge or arbitrator. These payments are not related to a student's financial aid package and are paid through the accounts payable department.</p> <p>The following must be submitted to AP for each student award in order to process this type of payment:</p> <ul style="list-style-type: none"> ■ Direct Pay - Supplier ■ Completed vendor 204 Form ■ Award criteria, program flier, or other support for selection process
Resources	Resources	Resources	Resources
Human Resources Website	Human Resources Website	Financial Aid & Scholarship Website	Buying & Paying Website
Non-student Award (Acct # 660910)	Employee Travel Reimbursement (Acct # 606XXX)	Employee Non-travel Reimbursement (Acct # Various)	Recruitment of Job Candidates - Travel
<p>A non-student award is a payment made to an individual that is not an enrolled student or employee of the university for an agreed upon amount. It is awarded or granted for merit, participation, or based on a decision, such as one made by a judge or arbitrator.</p> <p>The following must be submitted to AP for each student award in order to process this type of payment:</p> <ul style="list-style-type: none"> ■ Direct Pay - Supplier ■ Completed vendor 204 Form ■ Award criteria, program flier, or other support for selection process 	<p>Employee travel reimbursement is payment to a University employee for official University business travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University business.</p> <p>All expense reimbursements and business travel arrangements must comply with University policies and procedures, prudent accounting practices, and applicable collective bargaining agreements. All travel must be approved in advance by the appropriate delegated authority.</p>	<p>Employee reimbursement is payment to a University employee for official University business related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official University business.</p> <p>All expense reimbursements must comply with University policies and procedures, prudent accounting practices, and applicable collective bargaining agreements. All expense reimbursements must be supported by a detailed, itemized receipt.</p> <p>Petty Cash may be used to reimburse an employee if the expense is below \$10.00. Any expense reimbursement \$10.00 or greater must be requested through Concur.</p>	<p>A candidate's travel expenses to attend an on-campus interview may be reimbursed according to the CSU Travel Procedures. A Request for On-Campus Interview Travel & Allowance for Recruitment (OCI Form) must be completed and approved.</p> <p>If required, an OCI number can be issued in advance of the visit to allow for local hotels or car rentals to direct bill the University. Note this is only allowed for interview candidates.</p>
Resources	Resources	Resources	Resources
Buying & Paying Website	Travel Website	Reimbursements & Petty Cash Website	Travel Website

Version 4/11/19