**Direct Payments Process**

Direct payments (DPs) are initiated by employees throughout HCPSS.

1. All DPs are to be approved by Purchasing prior to entry in Workday, with the exception of the following:
   1. Direct debits
   2. Payroll taxes and deductions – excludes admin fees charged by contractors which should be captured via PO.
   3. Stale dated check and/or stop payment request
   4. Monthly bus contractor payments
   5. Recurring payments (Payroll taxes, water and sewer, Aetna Life Insurance, Express Scripts)
   6. Ad hoc payments – used only with refund payments to HCPSS parents (as few as one (1); must be formatted per spreadsheet template (available from Jennifer Thompson, Accounting Department upon request)
      1. Spreadsheet with Parent names will be sent to C Beck for review. Then forwarded to C Clement for approval and to forward to Finance to EIB entry into Workday. *Reimbursements to schools must be processed as a direct payment.*
2. **Employee personal reimbursements should not be processed via DP.**
   1. **Done via Workday**
3. Purchasing Office DP review process:
   1. Date stamp DPs when they arrive in Purchasing
   2. Distribute DP to appropriate buyer based on commodity assignment, if necessary
   3. Buyer reviews for quotes, appropriateness, etc.
   4. Buyer, if approved, signs and forwards to Accounting/Assistant Accounting Manager for payment
4. Accounting Office DP review process
   1. Accounting will date stamp the DP upon receipt.
   2. Within 48 hours of receipt, the Assistant Accounting Manager will review the DP for proper support, account coding and the required signature approvals.

**(*Departmental accounting managers are responsible for ensuring proper coding and fund availability, improper coding may lead to processing delays)***

* 1. The approved DP (signed and dated) is forwarded for entry in Workday (Accounting Intern or Account IV Clerk) and within 5 business days of receipt, is entered for payment:
  2. Assistant Accounting Manager is notified in Workday of completed DP process

and releases DP for payment:

* + 1. Vendor invoices = Net 30 as of the effective/invoice date
    2. Employee reimbursements require Accounting approval within 2 business days of the later of:
       1. Approval by Cost Center Manager
       2. Approval by Performance Officer
  1. All payments processed before COB Wednesday will be included in Thursday’s weekly check run
  2. Thursday check run is at 11:30am