

See UT resources for related policies and procedures.

Note: Chart to illustrate the 4 common methods involved with getting people paid.

Applies to	Payment Process Methods	19 Step	PIF Step	Background Check	Employee - My Paycheck P	Student-My Bank Info or E	Examples	UT Data System
UT Employees	<b>HRMS Assignment</b>	Yes	No	Yes	Yes	No	UT Employees, classified, faculty, student employees short term employees Use in lieu of PBS wherever possible	Employee Records / HRMS
UT Employees	<b>PBS + OV7</b>	Yes	No	Yes	Yes	No	UT employees, above full time for work outside home dept; recent employees; very short term work where HRMS assignment not possible	
Vendors, non-employees	<b>PBS or Contract + VP2</b>	No	Yes	Yes	No	No	contracted labor that cannot be processed as HRMS employee assignments persons who have their own business who perform these services <a href="#">see Business Contracts website for templates and details</a> Note: GGV + PIF. See also GG3/GG4	Vendor Records / Accounts Payable
UT students	<b>Scholarships/Fellowships</b>	No	No	No	No	Yes	Students, educational, not for work performance note: students specify check distribution in UTDIRECT	Student Records
UT Affiliates	<b>HRMS Affiliate</b>	No	No	Yes	No	No	non-employees for faculty or research affiliations without pay <a href="#">see HRMS for details for affiliate titles</a> visitors, visiting scholars/researchers, other non pay needs for access to services	Employee Records / HRMS

Related Resources

- [Handbook of Business Procedures](#)
- [College Handbook of Business Procedures](#)
- [Scholarship Procedures](#)
- [Independent Contractor Procedures](#)
- [UT Business Contracts Procedures](#)