

From: controllers_office-bounces@lists.wsu.edu on behalf of controllers_office@lists.wsu.edu
Sent: Friday, March 21, 2014 9:05 AM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Payment for Services
Attachments: ATT00001.txt

IMPORTANT INFORMATION WHEN MAKING PAYMENTS TO NON-WSU EMPLOYEES

Engaging Washington State retirees in any pay-for-services arrangement requires WSU to perform a review of the hiring of those retirees, and in some cases report these retirees to the Washington State Department of Retirement Systems. Occasionally these payments to retirees may inadvertently impact the individual's retirement income.

To assist WSU in addressing this requirement, prior to engaging an independent contractor, speaker, entertainer or any other individual in a pay-for-services arrangement, including honoraria, first contact Ann Monroe or Mary Monaghan at Human Resource Services for guidance. They may be reached at 509-335-4521 or email hrrs@wsu.edu. You are not required to contact HRS for the services of vendor companies, their employees and subcontractors, only individuals.

Please distribute this information to anyone in your division who may engage individuals for service.