

This how-to sheet outlines the steps required to:

- Fill out an honorarium form to request payments to individuals as one-time tokens of appreciation for voluntary services performed.
- The information to fill out this form comes from your communication with the individual (e.g. email communication).

eShop's honorarium form should be used to ...

- Request payment to an individual when the following criteria have been met:
 - value is nominal (i.e. not reflective of market value of the work performed)
 - there is no invoice
 - negotiation of payment has not taken place
 - the individual is not a Carleton employee or a professional speaker

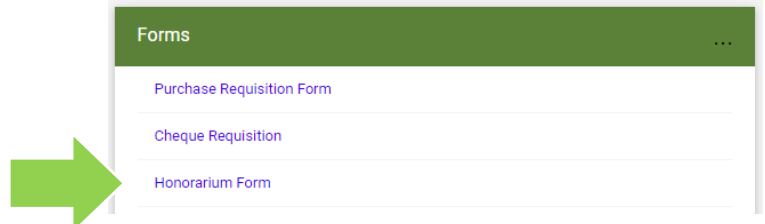
Important Note:

- One honorarium form is required for each payment.

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. Once logged into eShop, scroll down to the **'Forms'** box on the landing page.

Click on the blue **'Honorarium Form'** text.



2. The first section on the form tells you what the form is for and any important information about filling it out.



This form can be used to request an honorarium payment to an individual. **Social Insurance Numbers should not be included on this form.** If required, Accounts Payable will contact the Requestor for this information.
Required fields have their titles shown with an asterisk (*)

IMPORTANT! NEVER include a Social Insurance Number on this form.

Tip: If at any point you want to close the form, without saving it or adding it to a cart, click on the white 'Close' button in the upper right-hand corner of the screen.

3. If all of the statements are true, click on the radio button beside '**I have read the above statements and confirm they are true regarding this payment**'.

IMPORTANT! If any of the criterion are not true, an honorarium may not be the appropriate form of payment. Contact Accounts Payable for help (accounts.payable@carleton.ca).

Honorarium Payments to Individuals

This honorarium payment:

- is for a nominal value that does not reflect the market value of the services performed.
- does not involve an invoice or negotiation of the amount.
- is not paid to a Carleton employee or a professional speaker.
- is a one-time token of appreciation.



I have read the above statements and confirm they are true regarding this payment ★

☐ Yes

4. Answer the questions in the '**Services Performed Outside Canada**' and the '**Services Performed on a Reserve**' sections.

Honorarium Payments to Individuals

I confirm this honorarium payment:

☐ is for a nominal value that does not reflect the market value of the services performed

☐ does not involve an invoice or negotiation of the amount.

☐ is not paid to a Carleton employee or a professional speaker.

☐ is a one-time token of appreciation.

Services Performed Outside Canada

Was this work performed outside Canada?

☐ No
☐ Yes

Non-residents who enter Canada to perform work for Carleton University will be subject to withholding taxes, to be held and remitted by Carleton on behalf of the non-resident. Withholding tax will be deducted in the amount of 15% of the earnings (US residents earning less than \$5000 will be levied at 10% only) and the payment total will be reduced by this amount. Should a department choose to ensure that the individual receive the full amount after withholding tax, the department must assume the additional cost.

Does the department wish to incur the additional cost of the withholding tax so that the individual will receive the full amount?

☐ No
☐ Yes

Services Performed on a Reserve

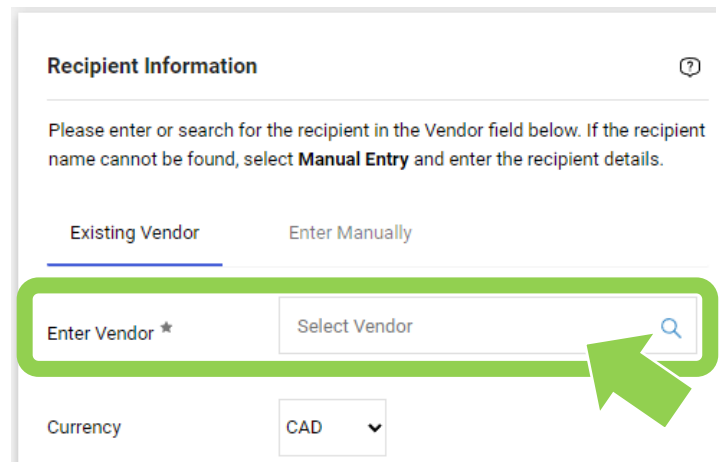
Was this work performed on a reserve by an Indigenous person with 'status' ('status Indian' as used and defined by the CRA)?

☐ No
☐ Yes

5a. Recipient Information

In the **'Recipient Information'** box, begin typing the name of the recipient in the **'Enter Vendor'** field.

If the recipient's name comes up, click on it. The information related to that recipient will fill in automatically.



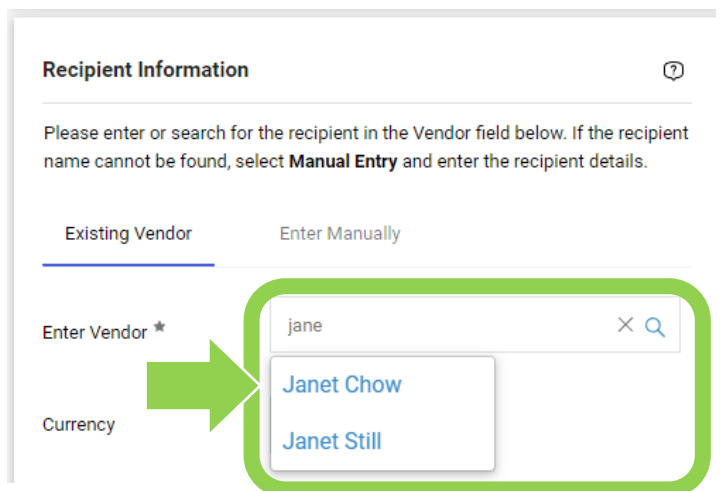
Recipient Information ⓘ

Please enter or search for the recipient in the Vendor field below. If the recipient name cannot be found, select **Manual Entry** and enter the recipient details.

Existing Vendor Enter Manually

Enter Vendor ★ Select Vendor 🔍

Currency CAD ▼



Recipient Information ⓘ

Please enter or search for the recipient in the Vendor field below. If the recipient name cannot be found, select **Manual Entry** and enter the recipient details.

Existing Vendor Enter Manually

Enter Vendor ★ jane ✕ 🔍

Currency

- Janet Chow
- Janet Still

5b. Recipient Information

If no results are returned ...

Click the **'Enter Manually'** tab.

Type the recipient's name, in the **'Vendor Name'** field.

Choose the recipient's preferred method of communication by clicking on the radio box beside either the 'Fax' or 'Email' field AND enter the information.

Enter the recipient's address in the **'Address 1'** and other related address fields.

Recipient Information ⓘ

Please enter or search for the recipient in the Vendor field below. If the recipient name cannot be found, select **Manual Entry** and enter the recipient details.

Existing Vendor Enter Manually

Enter Vendor * Viktor Smith × 🔍

Try searching again

Recipient Information ⓘ

Please enter or search for the recipient in the Vendor field below. If the recipient name cannot be found, select **Manual Entry** and enter the recipient details.

Existing Vendor Enter Manually

Vendor Name * Viktor Smith

Distribution Method *
This information will be used by Accounts Payable and Purchasing Services to contact the vendor, if needed.

✓ Choose the preferred method (Required)

Fax ☒ 555-555-5555

Email (HTML Body) ☐

Address (If entering a new recipient, please provide the full address)

Contact Name

Address 1

6. Fill in the following fields in the **'Payment Information'** section.

Enter the total amount you've chosen to gift the recipient in the **'Payment Amount'** field.

Enter the date of the event or when the service occurred in the **'Date of Service/Event'** field by clicking on the calendar icon.

The screenshot shows a 'Payment Information' form with the following fields:

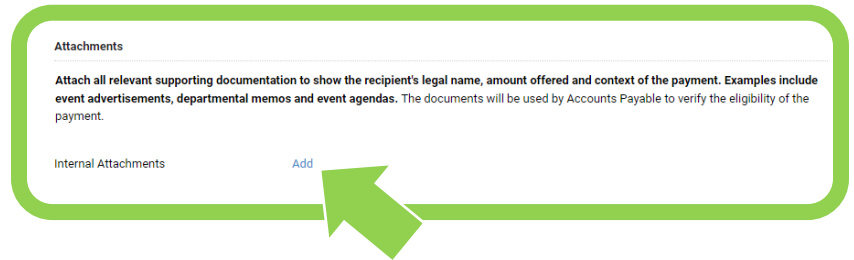
- Description**: A text input field with a character count '30 characters remaining' and links for 'expand' and 'clear'.
- Commodity Code ***: A text input field containing the value 'T001'.
- Payment Amount ***: A text input field. A green arrow points to this field.
- Date of Service/Event ***: A date input field with a calendar icon on the right. A green arrow points to this icon.
- Requested Payment Method**: A dropdown menu.

A large green rounded rectangle highlights the entire form, and a green arrow points from the bottom right of this rectangle towards the 'Date of Service/Event' field.

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7. You must attach all relevant supporting documentation.

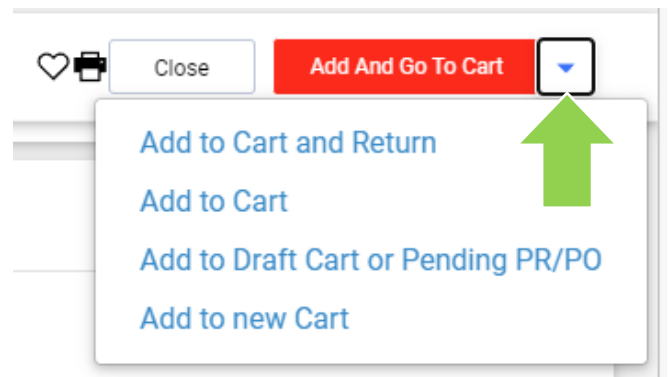
Click on the blue **'Add'** text and follow the prompts to attach all relevant documentation.

Tip: Supporting documentation should include the recipient's legal name, contact information, amount offered, and context of the event. Some examples of supporting documentation are event advertisements, departmental memos, or event agendas.



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8. Once you have completed the form, click on the red arrow button beside the red **'Add And Go To Cart'** button. Choose an option from drop-down menu to add the form to a cart (e.g. 'Add to Cart').

Tip: Honorarium forms should not be added to a cart with anything else.



What next?

- Visit carleton.ca/facts/eshop to find more how-to sheets.
 - Questions about the system? Email eshop@carleton.ca or call 613-520-2600 ext.3311.
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