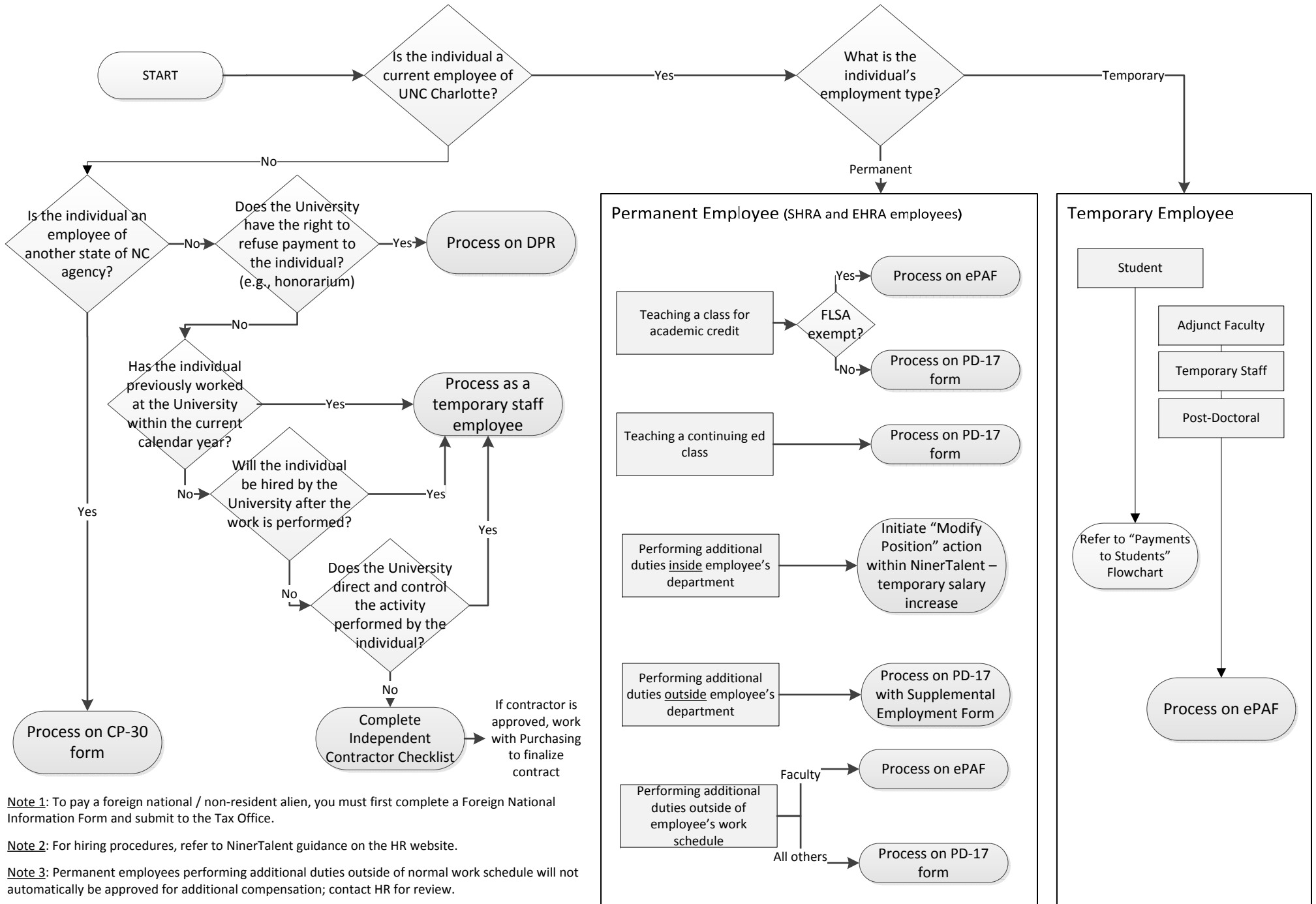


# UNC Charlotte

## Flowchart – Payments to Individuals for Services Performed



**Note 1:** To pay a foreign national / non-resident alien, you must first complete a Foreign National Information Form and submit to the Tax Office.

**Note 2:** For hiring procedures, refer to NinerTalent guidance on the HR website.

**Note 3:** Permanent employees performing additional duties outside of normal work schedule will not automatically be approved for additional compensation; contact HR for review.

**Note 4:** Sponsored funds may not be used for honorarium payments.