Payment for Independent Contractors Quick Reference Guide

Overview

This guide gives brief step-by-step instructions for making a payment to an Independent Contractor. This replaces the ICP form.

1. Log into WarriorWeb
2. Enter your WarriorWeb User ID and Password.

2. Select Employees

3. Select Payment for Independent Contractors

4. Enter the vendor number or vendor name

You may need to put in the leading zeroes of the vendor ID#.

If this is a new vendor, contact HR to have a vendor setup in the Colleague system before you start this form.

5. Verify the correct vendor is displayed and select the button beside the vendor number.

6. Complete the Request a Payment form. See back page for additional information.

7. After completing the Request a Payment form, hit submit.

The Voucher screen will appear to summarize the information input. Note the voucher number or print this confirmation page for future reference.

Request a Payment

1. **Request Date** will default in current date.
2. **Need by Date**- leave blank.
3. **Invoice number** is required. If you leave this field blank, the current date will default in. A one word descriptor is better than a date.
4. **Vendor Name**-Please verify vendor name, if you need to change the vendor name put the change in the Comments field.
5. **Vendor Address**-Please verify address; if you need to change the address put the change in the Comments field.
6. **AP Type**-WLO for Local funds will default in. If your payment is out of appropriated funds please change to WAP.
7. **Comments**- Use a * to tell us about any changes. All other information you put in the Comments Field will appear on the check stub.
8. **Item Description**- Enter a brief Description of services.
9. **Quantity**- Enter the quantity you wish to order.
10. **Price**-Enter the agreed upon price of service.
11. **Cost Center**-Select your cost center from the drop down box.
12. **Object Code**-Select 55199-Other Professional Services from the drop down box.
13. **Project ID**-Leave Blank.
14. You can complete multiple lines as needed.
15. When done hit the Submit button.