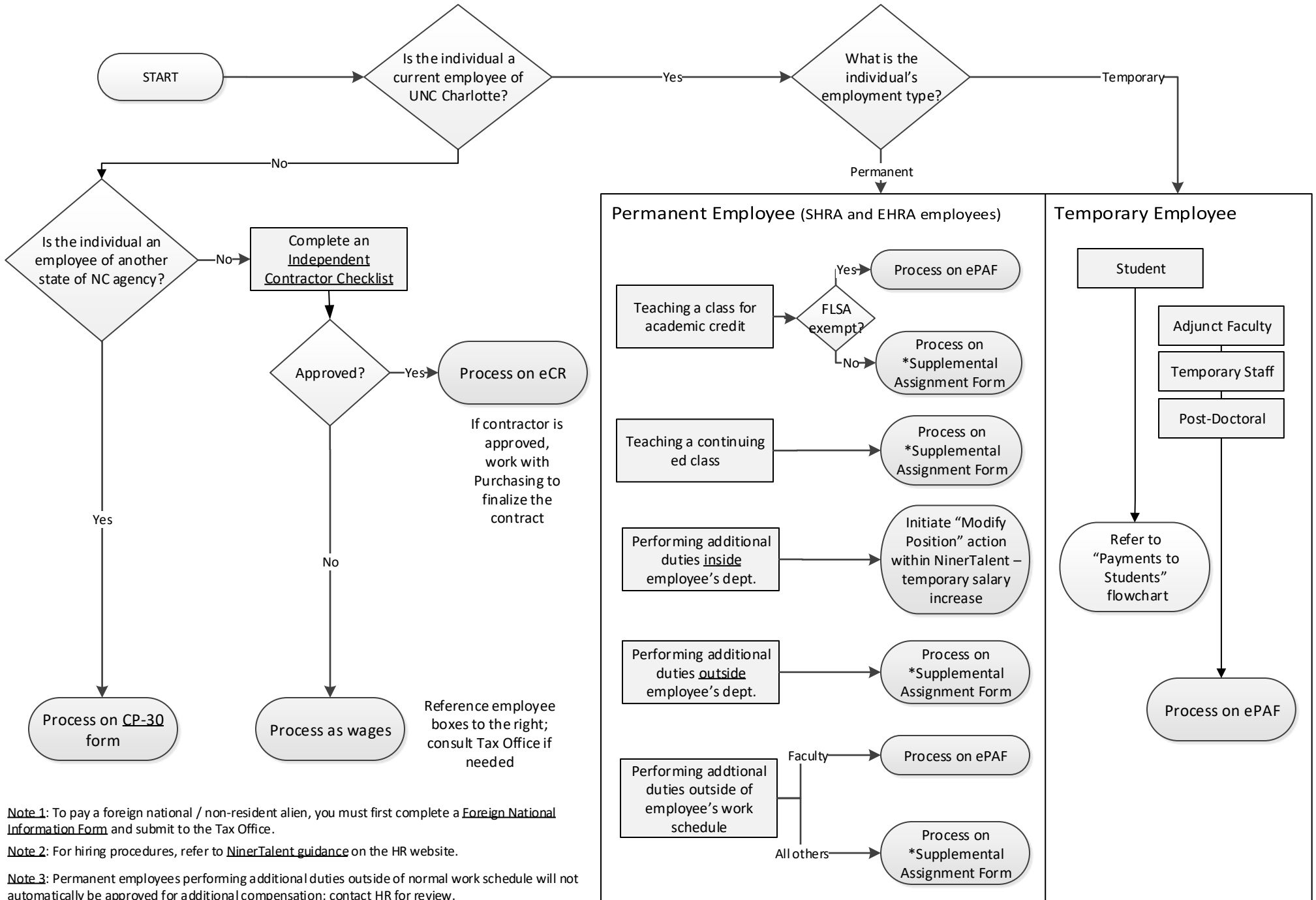


UNC Charlotte

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.

*Request this form by emailing employment@uncc.edu