

## HUMAN RESOURCES

Subject	HONORARIA 9.02 Honoraria
Procedure Section	3 Salary Administration
No.	3.08
Exempt Employment Policy References	
Collective Agreement References	
Forms & Other Reference Material	MyOkanagan > Employee > Forms > Finance > <a href="#">Honoraria</a>   <a href="#">Excel</a>

verification and approval. The individuals Social Insurance number is required for all honoraria payments.

2. The Finance Division will enter the personal information into Banner and issue payment for all honorariums to individuals who are not employees of OC.
3. Honoraria - "Authorization for Payment" forms received for employees of OC will also be forwarded to Finance for payment and will be considered taxable income. A T4A will be issued by Finance at year end for all employees receiving honoraria payments.
4. Expense reimbursement claims associated with the honorarium service are to be submitted on an expense claim form or Non-Employee Reimbursement Agreement and forwarded directly to the Finance Division for reimbursement.
5. If cheques are required to be presented at time of service Finance will prepare the required cheques prior to the service being performed. All documentation must be received at the time of the request for the cheques and must be received by Finance one week in advance of the date required.
6. Minor payments to officials (student assistants) at athletic events shall not be processed by the Payroll Office. These payments will be processed by the Finance Division as requested by the Athletic Office.
7. Individuals who receive more than one honoraria payment with payments totalling more than \$500 in any one calendar year will receive a T4A, issued by the Finance Division, at the end of the year showing the income as taxable.