What determines the invoice processing method?

Tell Me

Payments may be processed using an Employee & Student Direct Pay Request (ESDPR) Form or through 49er Mart using Electronic Check Request (eCR) form.

1. **Use an eCR form:**
   a. For most payments; exception is non-payroll payments to employees and students, which will be requested using the ESDPR form.

2. **Use an ESDPR form:**
   a. For other payments to employees and students, which will mainly encompass reimbursements for expenses incurred by employees/students for university business purposes and which are not travel related.

   ![This information is also referenced in the Purchasing Policy.]

   ![Note]
   ESDPRs may not be used:
   - To avoid adherence to the University’s procurement policies or other purchasing guidelines.
   - To order products or services that can otherwise be ordered through normal 49er Mart purchase order processing.
   - For payments that can otherwise be made with a P-card (e.g., registrations, subscriptions, advertisements, and membership dues).

   ![References]
   Reference these “How To” Guides for additional information: How to Pay Individuals and How to Pay Students.

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Related FAQs

- How do I add Holiday Premium Pay to an employee’s timesheet in Kronos WFR?
- Can my employee submit a Kronos WFR Timesheet Change Request after I approve their timesheet?
- Why can’t I select one of the Time Off categories available in the Kronos WFR Time Off lookup table?
- How do I view my leave balances and history in Kronos WFR?
- What can I do if my Time Off Request was rejected?