

AST PAYMENTS AND PROCUREMENT

PAYMENT TO INDIVIDUAL WORKFLOW

AS OF JANUARY 2024



TICKET SUBMISSION

Unit submits request via AST's **Guest Payments and Reimbursement form**

2

DATA COLLECTION

AST contacts payee for **more information via DocuSign**

- ▼

AST reviews then **inputs data into Workday**

3

APPROVALS

Department **approves funding in Workday**

- ▼

AST **approves for compliance in Workday**

- ▼

UW Procurement **performs SSN/ITIN match then approves in Workday**

4

PAYMENT

A check is sent to **payee OR department**

AST will contact you if additional information is needed. For **future dated requests**, payments sent to **the department** will be submitted in Workday **two (2) weeks before the date of service**; payments sent to **the payee** will be submitted in Workday **on the date of service**.