

## Honorarium Process

The University of Colorado Denver Human Resources office requires departments to submit Honorarium (HNR) forms for payments greater than \$100 to individuals.

Per Employee Services, “an Honorarium is a token payment, or reward made to an individual for a one-time service (e.g., a guest lecture) for which custom forbids a price to be set”.

HR will review forms to determine whether payments should be processed via the Procurement Service Center (PSC) or in HCM.

### **Please note:**

Payments to CU employees should be processed in HCM.

If the recipient is a Foreign National, HR Business Partners should work with an Employee Services (ES) International Tax Specialist. Contact information can be found here:

<http://www.cu.edu/employee-services/policies/international-ap-payments>

### **See general steps below:**

1. Departmental HR Business Partners will submit HNR form to [peopleoperations@ucdenver.edu](mailto:peopleoperations@ucdenver.edu). An organizational unit authorizing signature is required. An officer name and signature is required for amounts greater than \$2,000.
2. HR will review and approve the request and return the form back to the HR Business Partner.
3. HR Business Partners will process the form via the Procurement Service Center or in HCM as instructed.

For additional information and to obtain a blank form, please visit <https://www.cu.edu/psc/policies/honorarium-hnr>.