



## Create a Miscellaneous Payee

This guide will explain how to Create a Miscellaneous Payee in Workday. A payee is required to create a miscellaneous payment request. If the desired payee is not found, then the desired miscellaneous payee must be created.

### Create Miscellaneous Payee

The **Supplier Maintenance** team may access may access the **Create Miscellaneous Payee** task from the Search bar to create a miscellaneous payee.

1. Type **Create Miscellaneous Payee** in the Search bar.

The task will display in the search results.

2. Select the task.

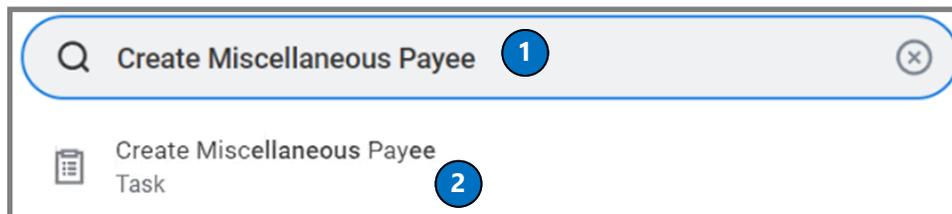
The **Create Miscellaneous Payee** page will display.

3. Enter the **Miscellaneous Payee Name**.

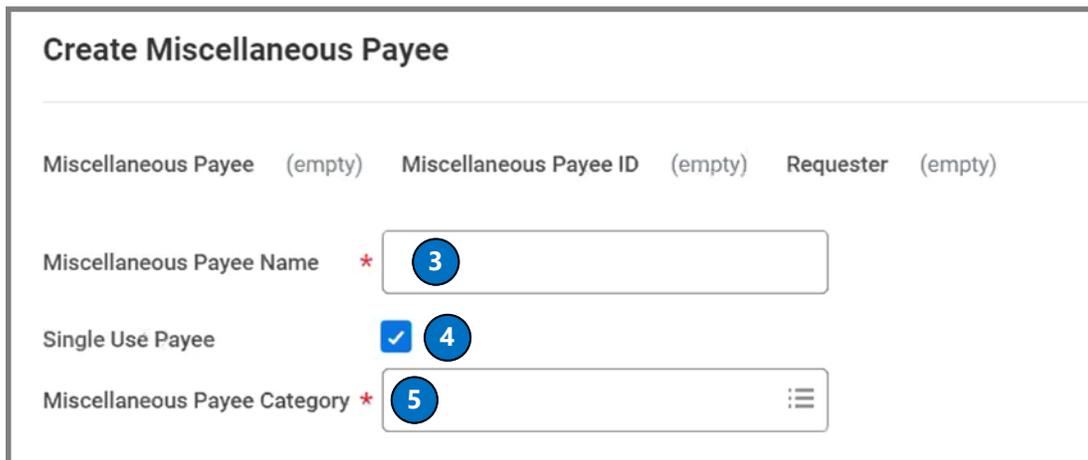
The **Single Use Payee** checkbox will be selected by default.

4. Always **Uncheck** the box next to Single Use Payee.

5. Enter the **Miscellaneous Payee Category** field.



A screenshot of the Workday search bar. The search bar contains the text "Create Miscellaneous Payee" with a magnifying glass icon on the left and a close button on the right. Below the search bar, a search result is displayed: "Create Miscellaneous Payee Task" with a calendar icon on the left. Blue circles with numbers 1 and 2 highlight the search bar and the search result, respectively.



A screenshot of the "Create Miscellaneous Payee" form. The form has a title "Create Miscellaneous Payee" and three input fields: "Miscellaneous Payee (empty)", "Miscellaneous Payee ID (empty)", and "Requester (empty)". Below these are three main fields: "Miscellaneous Payee Name" with a red asterisk and a blue circle with the number 3; "Single Use Payee" with a checked checkbox and a blue circle with the number 4; and "Miscellaneous Payee Category" with a red asterisk and a blue circle with the number 5. A dropdown menu icon is visible to the right of the category field.



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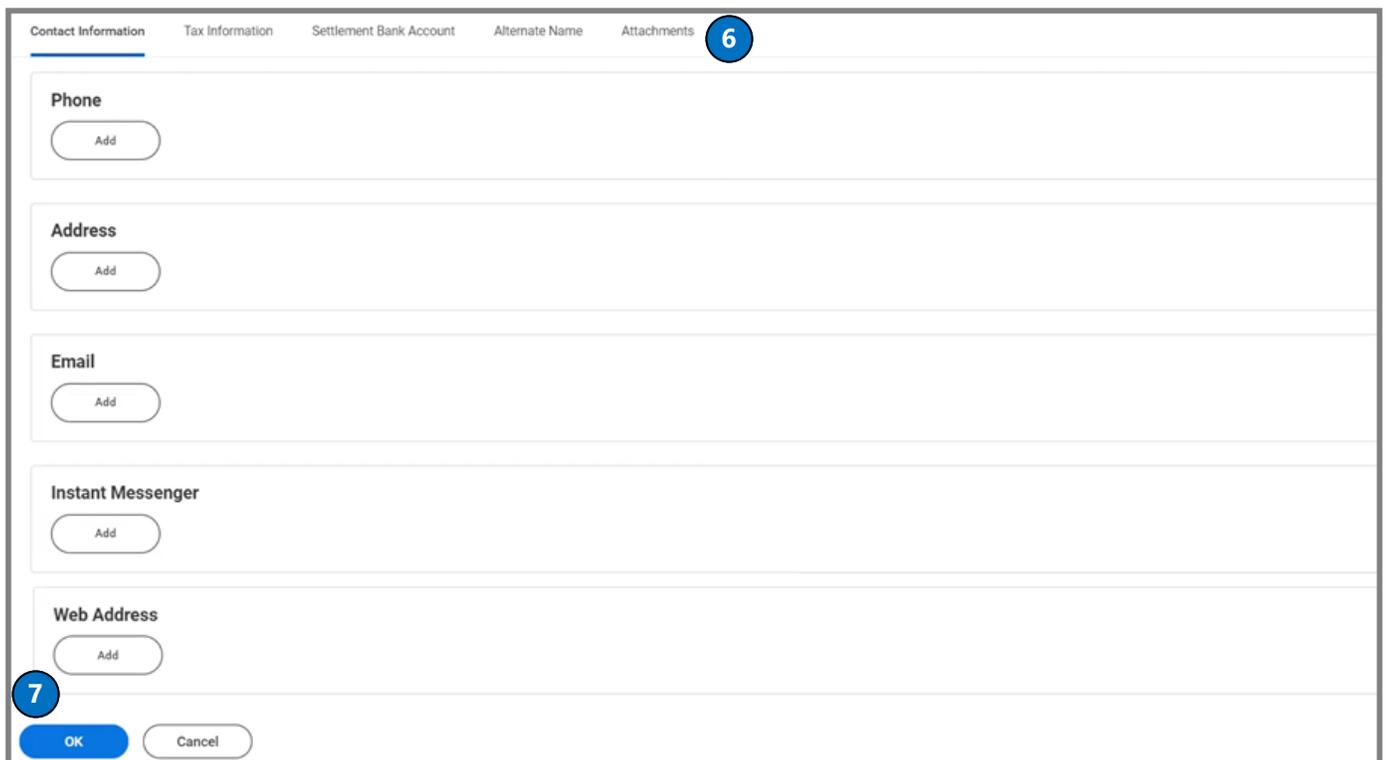
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6. Enter the appropriate information in the following tabs as required:

- **Contact Information**
- **Tax Information**
- **Alternate Name**
- **Attachments**

7. Click **OK**.

**Note:** Miscellaneous Payees will only be paid by an **Outsourced Check**.



Contact Information | Tax Information | Settlement Bank Account | Alternate Name | Attachments **6**

**Phone**  
Add

**Address**  
Add

**Email**  
Add

**Instant Messenger**  
Add

**Web Address**  
Add

**7** OK Cancel