Quick Reference Guide:  
How to Initiate Payments Outside of Your Home Department Purview

ePAC allows users to initiate transactions for only the home departments within their purview. There may be occasions when you will need to request a payment for someone outside your home department. Here is a suggested approach.

**STEP 1**
Login to Privilege Management (https://webapp.mis.vanderbilt.edu/privmgmt). Anyone with a VUNetID and ePassword can access this tool.

**STEP 2**
Select the PERSON option from the Navigation Bar to search for the person. In the text box, enter the name of the person you wish to pay (last name, first). As you type, you will see a list of valid names appear below the text box.

**STEP 1.A: Search for Person**
Select the name of the individual you wish to pay. Save the home department number (six digits) and employee ID of the individual.

**STEP 3**
Select the RESOURCE option from the Navigation Bar. Enter the Home Department number in the text box and select the home department from the list of options. To identify who can initiate payments for this home department, select the “By Privilege” tab. Expand the Human Resources section and search for the PA Initiator role. Only people that hold the “Allowed to Initiate: ALL PACS” can initiate a payment request.

**STEP 4**
Send an email to the individual(s) listed as PA Initiators containing the payment information. They will be able to submit the payment request. The request will follow the normal ePAC workflow for review and approval.