

**EXTRA PAY FORM – STUDENTS
FOR STUDENTS PAID ON A ONE-TIME BASIS**

1. All pay for students working on a regular basis must go through Financial Aid.
2. **Students must have tax forms on file in Human Resources to be paid.** If they are not on Financial Aid, **it is your responsibility to see that they file tax forms with the Human Resources Office.**
3. Indicate the line item account number to be charged. **Account number is required for processing.**
4. To submit a number of students to be paid for the same task, i.e. RAPS, TRAPS, etc. Write "See Attached" on the Student's Name line and attach a **list of names, social security numbers, and amounts** (if different), and **complete form beginning with Purpose of Pay.**
5. Extra pay forms for students will be processed **on the next scheduled payroll unless otherwise indicated.**

STUDENT'S NAME: _____ SSN _____

STUDENT'S ADDRESS (if not on Financial Aid): _____

AMOUNT \$ _____ OR # OF HOURS _____ @\$ _____ /per hour (regular student pay is \$7.25/hr)

PURPOSE OF PAY _____ DATE OF SERVICE: _____

IF TO BE PAID LATER, PLEASE INDICATE DATE OF PAYMENT: _____

CHARGE TO ACCOUNT NUMBER: _____

REQUESTED BY: _____ DATE: _____

CHAIRPERSON OR SUPERVISOR (up to \$500): _____ DATE: _____

DEAN (\$501 - \$1500): _____ DATE: _____

SIGNATURE OF APPROPRIATE ADMINISTRATOR:

President, Provost or Vice President (\$1501 - \$3999) plus VP, CFO if \$4000+ DATE: _____

FOR HUMAN RESOURCES USE ONLY:

PAYROLL: FILE # _____ DEPT # _____ DATE POSTED _____

_____ JOURNAL ENTRY: Transfer from 10-40-4990-5101 or _____ TO _____

_____ ACCOUNTS PAYABLE: Approved for pay as non-employee as indicated: _____ DATE: _____