

***** CASE WESTERN RESERVE UNIVERSITY*****

Payment Request Form

NOTE: This form is to be used when a lump sum payment needs to be paid to a student for work performed. The preferred method is to pay hourly, however if the job requires a one-time payment the project and amount being paid must be approved by the Student Employment Office prior to using the HCM system to request the payment. Please contact the Student Employment Office at 368-4533 for instructions on how to process the request. If the student has never held a job on campus, additional paperwork may be required. Final approval rests with Student Employment, therefore if we do not have this documentation on file, the request entered in HCM will not be approved.

This form must be submitted BEFORE the work begins

ACADEMIC YEAR _____ SUMMER _____ FALL _____ SPRING _____

Projected time frame for project to be completed _____

Compensation due employee for work performed under the project _____

WORK TO BE PERFORMED (Please be as specific as possible)

HOME DEPT OPR# _____ DEPARTMENT _____

SPEED TYPE TO BE CHARGED _____

SUPERVISOR'S NAME (PLEASE PRINT): _____

SUPERVISOR'S E-MAIL: _____ PHONE: _____

SUPERVISOR'S SIGNATURE: _____ DATE: _____

BUDGET AUTHORITY SIGNATURE _____

NAME OF THE STUDENT: _____

STUDENT EMPLOYEE ID _____

STUDENT SIGNATURE _____

**RETURN THE COMPLETED FORM TO: OFFICE OF STUDENT EMPLOYMENT
YOST HALL 410A - PHONE: 368-4533 - FAX: 368-5054**