CASE WESTERN RESERVE
UNIVERSITY

STUDENT EMPLOYMENT
PAYMENT REQUEST FORM

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 and the project is for 30 days or less, a payment request may be submitted. The project and amount being paid must be approved by the Office of Student Employment prior to using the HCM system to request the payment. Please contact the Office of Student Employment at (216) 368-4533 for instructions on how to process this request.

If the student has never held a job on campus, additional paperwork is required before the project begins. Final approval rests with the Office of Student Employment; therefore, if we do not have this documentation on file, the request entered into HCM will not be approved. Federal regulations require that this form be processed before the student begins working and that the student must complete the I-9 Form (Employment Eligibility Verification) with the Office of Student Employment within 3 business days of the hire date.

Term in which work is to be done: ❑ Summer 2025   ❑ Fall 2025   ❑ Spring 2026

Project Name & Hours Required to Complete Project:_____

Projected time frame for project to be completed: _____

Compensation due employee for work performed under the project: $_____

Requested Pay Date: Month: _____   ❑ 15th of month   ❑ End of month

WORK TO BE PERFORMED (please be as specific as possible): _____

_____

_____

Home Department OPR#: _____   Department: _____

Speed type to be charged: _____

Supervisor's Name (please print): _____

Supervisor's E-mail: _____   Phone: _____

Supervisor's Signature: _____   Date: _____

Budget Authority Signature: _____

STUDENT NAME:_____

STUDENT EMPLOYEE ID:_____   STUDENT NETWORK ID: _____

STUDENT SIGNATURE:_____

PLEASE RETURN THE COMPLETED FORM TO:
OFFICE OF STUDENT EMPLOYMENT
PHONE: (216) 368-4533   FAX: (216) 368-5054
stu-emp@case.edu

(1-17-25)