

2026-2027 CWRU Student Employment Payment Request Form

This form is for student employees working on short-term projects of **30 days or less**, who are to be paid in a lump sum. Their wages are subject to standard tax withholdings, and if a project exceeds 30 days, students must be compensated at an hourly rate. To ensure a smooth process and maintain federal compliance, submit this form to the Office of Student Employment for approval **before the project begins** and data is entered into HCM.

Please note that this payment method cannot be used for Federal Work-Study funding, prizes, awards, or travel and expense reimbursements.

If the Office of Student Employment does not already have a packet on file, the student listed below must submit a full employment packet, **which includes the I-9 Form**, within **3 business days** of their start date. As with all other student employees, we will contact students who need to provide additional documentation. Submitting your form early ensures your students have ample time to complete their paperwork and begin their project on schedule. If you have any questions or need guidance, we are happy to assist at stu-emp@case.edu or (216) 368-4533.

Return the completed form to the Office of Student Employment at shireforms@case.edu.

Student's First Name	Student's Last Name	Student EMPL ID <small>(1234567)</small>	Student Network ID <small>(abc123)</small>
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Project Name			
Hours to be completed		Time frame for completion	
Total Compensation	Pay Month	Pay date (select one)	
Work to be performed (be as specific as possible)			

Department Name			
Department OPR		Speedtype to be charged	
Supervisor's First Name		Supervisor's Last Name	
Supervisor's Signature			Date