

Request for Lump Sum Payment

<p>A. Please mark if individual CURRENTLY on payroll as:</p> <p style="padding-left: 40px;">Civil Service Salaried</p> <p style="padding-left: 40px;">Civil Service Hourly (awards only)</p> <p style="padding-left: 40px;">Non WIU employee (see section B)</p> <p>The requested service is not related to the employee's current job and will not be performed during regular work hours unless accrued leave or time without pay is approved by the employee's current unit supervisor.</p> <p>For non-WIU employees the services performed are occasional in nature, and not ongoing.</p>	<p>B. For Non WIU employees the following paperwork must be completed prior to employment:</p> <p style="padding-left: 40px;">Ethics Form and (I-9)Employment Eligibility Verification Form and Tax card and electronic deposit form</p> <p>C. Current WIU undergrad or graduate student (This form not utilized, contact Financial Aid, Student Employment Division).</p> <p>D. Graduate Assistant (This form not utilized, contact Graduate Studies).</p>
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Lump Sum payments are processed on the semi-monthly payroll with pay dates on the 1st or 16th.

Individual Recommended for Employment with Lump Sum Payment:

Legal Name: _____ Social Security #: _____

Home Address: _____ Birthdate: _____

Employment Period: _____

Job description: _____

Employee's Signature: _____ Date: _____
Optional

Lump Sum Amount _____

Budget Department Number _____ Budget Department Name _____

Requested by: _____ Date _____
Employing Fiscal Agent - Employing fiscal agent must verify availability of funding prior to processing request.

Required signatures for processing, route in order listed:

Supervisor (for current employees) _____ Date _____

Vice President _____ Date _____
(For Provost area only – Dean signature sufficient for payments \$3000 or less)

Budget Office _____ Date _____

Grants Accounting _____ Date _____
(For grant payments only)

Human Resources _____ Date _____