

VALDOSTA STATE UNIVERSITY
Request for Lump-Sum Compensation

Employee's Name

Employee ID (ADP)

Employee's Title

Employee Department

Check one of the following:

Paygroup:

51T (student assistant)

51C (temp biweekly)

51L (temp monthly)

51H (FT biweekly staff)

51A (FT monthly staff)

51G (graduate assistant)

Department:

Admissions

Summer Theater

Orientation

Continuing Ed

Other (specify) _____

Please provide a brief description of work performed:

No. of Hours

Dates from/to

Flat Amount/Rate

Account number to charge

No. of Hours

Dates from/to

Flat Amount/Rate

Account number to charge

APPROVED BY:

Employee

Date: _____

Department Head

Date: _____

Dean/Director

Date: _____

Approved by Human Resources: _____ ADP PayCode: _____ Date: _____

Processed by Payroll: _____ Pay Run: _____ Date: _____