

STUDENT LUMP SUM PAYMENT

Contact HR at (608)785-8013 or hrinfo@uwlax.edu if you have questions about completing this form.

Form Instructions

To pay a lump sum to a student employee or student assistant, the hiring department must first complete these steps:

1. At least two weeks before the work begins, complete a Student Employee Action Form (SEAF) for each employee and indicate "lump sum" in the pay rate field on the form.

This gives Human Resources the time to review the request, set up the lump sum job, and collect employment paperwork from the employee before the work begins.

- a. SEAF forms must be completed and sent directly to hrinfo@uwlax.edu for processing and payment.
2. Complete a Lump Sum Payment Request Form for each payment. Consecutive payments can be included on one payment form. For non-consecutive payments, please complete multiple lump sum payment forms.
3. All lump sum payments will be paid on the biweekly payment schedule and forms must be received by the deadline listed on the biweekly payroll calendar located here: <https://www.uwlax.edu/human-resources/payroll/biweekly-payroll/>
 - a. HR will choose biweekly payment dates based on the dates worked and the date the form is received.
4. For all non-student employees please use the automated Overload/Lump Sum payment request form through HRS.

All fields on this form are required

Employee Information

Employee name:	SEAF completed: Yes <input type="checkbox"/> No <input type="checkbox"/>
Department:	Employee ID #:
Employee Type:	Working Title:

Lump Sum Information

Indicate the start and end dates worked for this specific payment, not the entire time frame the employee is working. Final payment to the employee cannot be made until after the work end date.

Work Start Date:	Work End Date:
Payment amount:	Pay When Complete
Description of duties: (Provide a brief description of the duties performed and justification for payment amount)	

Funding Information

Fund (3 digits)	IBAC/Program (2)	UDDS/Department (6)	Project ID	% (must sum to 100%)

Approvals

	First Name, Last Name	Signature	Date
Supervisor approval:			
Dean/Director level approval:			