

Lump Sum Payment Procedure  
Student Employment

Lump sum payments are only to be paid on occasion. All students must be paid through the hourly process unless the job responsibilities fall within the University of Wisconsin System policy criteria for being paid through a lump sum process.

**General criteria that is required for a lump sum payment is:**

**No direct relationship exists between effort and hours worked and the position requires the student employee to perform in a Semi- or Paraprofessional role.**

In order to be certain that student employee lump sum payments meet these requirements a lump sum payment form will be required to be completed and submitted to Human Resources for approval. HR will review the form and verify that the lump sum payment meets the requirements stated above.

If the requirements are met a lump sum appointment can be created by you 48 hours after it has been submitted to HR. **If the form is NOT APPROVED, Human Resources will contact you within 24 hours to inform you that an hourly appointment must be created instead of a lump sum appointment.**

The lump sum payment form is available at Human Resource's website at: [http://www.uwlax.edu/hr/Forms/Student/lumpsum\\_UWL\\_student\\_form.pdf](http://www.uwlax.edu/hr/Forms/Student/lumpsum_UWL_student_form.pdf). There are 4 questions that will need to be answered and the response to these questions will determine whether the requirements are being met.