

Justification Form

Student Employment Lump Sum Payment Request

UW La Crosse

Complete this form and return to the Human Resources Office (flottmei.mark@uwla.edu) for approval before the student employee begins working. You will be notified within 24 hours of HR receiving the completed form if it is **not approved**. The appointment can be created 48 hours after submitting to Human Resources.

Department:	Contact Student Supervisor Name:
Contact Supervisor Name:	Contact Supervisor E-mail:
Type of job to be performed by student employee:	
Student Employee Name:	Approximate number of hours per week:
Start Date:	Anticipated End Date:
<p>Justification:</p> <p>(1) Provide a brief rationale describing why you believe this position needs to pay a lump sum as opposed to tracking the number of hours worked with an hourly rate of pay.</p> <p>(2) Is the pay for this position based on a specific project or job being completed? If yes, explain.</p> <p>(3) Is the employee expected to work a specific number of hours on the project or job?</p>	
Human Resources Evaluation/Approval Only	