

PAYMENT to INDIVIDUAL for SERVICES or HONORARIUM



If individual is on University payroll, fill in description and budget category boxes and the other side of this form. No other forms needed.

For speakers: attach contract copy, flier and form W-9. For all others, also attach form C-12.

Payee:
SS #:
Complete Address: _____

Describe presentation or services:

Designate **Budget Category** (specific to your group's funding; e.g., honoraria, other program expense, non-SAC expense, etc.)

Description of Program or Services:	
If Hourly Rate:	hours @ \$
Budget Category:	
Location:	
Date(s) and time(s)*:	

**** We must have specific dates and times when services were provided. If you need more room than is provided in the description box above, use the grid on the other side of this form.***

Requestor	Organization	E-mail/phone

Treasurer's Approval	E-mail/phone	Date Submitted

Individuals on University Payroll



No W-9 or C-12 needed.

Additional pay can be disallowed by the individual's home department. Students receiving financial aid should be certain they are allowed additional employment.

Your budget will be charged for employee benefits: about 10% for part-time and about 30% for full-time employees.

Additional payments are added to the employee's paycheck.

Name (same as in University database)	Social Security #

- Monthly Paid Weekly Paid
 Full-time Employee Part-time Employee
 Student Worker in class Student Worker not in class

Position Title:
Contact (Bus. Admin.):
E-mail/telephone:
Department Name:
Address w/ mail code:
School/Center:
Address w/ mail code:

We must have specific dates and times when services were provided. If you need more room than is provided in the description box on the other side, use the grid below.

Dates	Times	# of Hours