



**PAYMENT REQUEST EXTERNAL (NON-SRU)
CAMP/PROGRAM STAFF**
(This form must be completed and signed before work has begun)

Employee's Name:

Personnel Number:

Name of Camp/Program:

List or Short Description of Duties:

Camp/Program Begin Date:

End Date:

Total Payment:

Hours Worked:

Cost Center:

Employee Signature

Date

Signature of Dean/Director

Date

Signature of Human Resources

Date

Payment requests for external (non-SRU) employees need to be submitted after the camp/program takes place. This form should be originated by the coach or program administrator and completed in its entirety, prior to being turned into the Payroll and Student Employment department for processing. Payments will only be made to external individuals who were listed as being paid on the camp registration form, have submitted their clearances, employment packet, and copies of their I-9 documents to their coach/program administrator to be submitted for verification and cleared to participate by our department.

In most cases, payment will be made in the pay period following the receipt of this payment request.

In signing below, I certify that payment should be made for the work completed as described above, and the dual employment has not interfered with the employee's normal duties.

Signature of Coach/Program Administrator

Date

SEND COMPLETED FORM TO THE PAYROLL AND STUDENT EMPLOYMENT OFFICE FOR PAYMENT

