



Request for Student Single Payment

OFFICE OF HUMAN RESOURCES

**Please note: This is NOT the form for regular student employment.
This form is for single payments similar to stipends.**

Step 1 = Student must complete and bring to payroll in Old Main the following forms:

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| <ol style="list-style-type: none"> 1. W-4 (available at the following: http://www.messiah.edu/offices/business/payroll/forms/forms.html) 2. Certificate of Residency (available at the following: http://www.messiah.edu/offices/business/payroll/forms/forms.html) 3. I-9 forms – Form must be completed in HR located in Old Main. Students need to bring either Driver's License & SSN Card or a passport to complete form. 4. Family Education Right to Privacy Act (FERPA) Form (available at the following: http://www.messiah.edu/offices/business/payroll/forms/forms.html) | <p style="text-align: right;">:PAYROLL
USE ONLY:</p> <p>___ I-9</p> <p>___ W-4</p> <p>___ RI</p> <p>___ FERPA</p> <p>___ Job Setup</p> |
|--|--|

Step 2 = Supervisor or manager completes this form and returns it to Payroll, PO Box 3011.

Payable to: _____ ID# _____
(student name)

Total Hours: _____	Account to be charged: _____ - 6160
Hourly Rate: \$_____ <i>min. wage or higher</i>	<input type="checkbox"/> Next Payroll
Total Pay: \$_____ (<i>hours X rate</i>)	<input type="checkbox"/> Future Payroll Date _____

Pay Detail

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
Date								
Hours								
Date								
Hours								

Explanation:

Requested by: _____ Date _____

Approved by: _____ Date _____