



University of Richmond

One Time Payment Request

Student Employment

Please submit one time payment requests for student employees to the Financial Aid Office.

Use this form for one time payments made to students for services performed. This form is not for prizes, reimbursements, or other non-compensatory payments made to students.

Date: _____ Department: _____

UR Student ID	Student Name	US Citizen/Permanent Resident
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Payroll Information

*Date(s) and hours worked are required

Index to Be Charged	Date(s) Worked	Total Hours Worked	Amount to be Paid

Procedures :

All requests require two signatures: the requester and the appropriate approver. Include an explanation for the expense below and provide supporting documentation if applicable (email, invoice, etc). Student Employment payments must be charged to a student employment account code (6311). You are responsible for covering the amount charged to this account if you do not have budget in account code 6311 for your index. Students must have completed employment paperwork at the Financial Aid Office before check requests will be approved. Requests will be processed in the next available payroll: it may take 2-3 weeks before payment is received by the student.

Explain the purpose of this payment request and attach supporting documentation if applicable :

Requestor Name: _____ Requestor Signature: _____

Approver Name: _____ Approver Signature: _____

For Student Employment Use Only

Position	Pay Rate	Payroll #	Approval	Date