

## Manual Payment and Pay Rate Change Request Form

**Purpose:** This form is utilized only for: payment requests which cannot be submitted through the online Payment Request system and Part-time staff pay rate changes.

**Directions:** Send a hard copy to Compensation in HR with all required signatures (Suite 1300 - Daley Building); Compensation will send an electronic PDF copy to Payroll.

Printed Names		Signatures
<b>Requestor Name</b> (printed)	<hr/>	<b>Requestor Name</b> (Signature & Date)
<b>Budget Manager</b> (printed)	<hr/>	<b>Budget Manager</b> (Signature & Date)
<b>VP/Dean</b> (printed)	<hr/>	<b>VP/Dean</b> (Signature & Date)
<b>EVP</b> (printed)	<hr/>	<b>EVP</b> (Signature & Date)
<b>OSPR</b> (printed)	<hr/>	<b>OSPR</b> (Signature & Date)
<b>HR</b> (printed)	<hr/>	<b>HR</b> (Signature & Date)

Requestor Signature required for all requests

Budget Manager Signature required for all requests

VP/Dean Signature required for all payments >\$500 and all Off-cycle Pay requests

EVP Signature required if Salary Savings are utilized

OSPR Signature required for Grant positions and payments

HR Signature required for all requests

### One-Time Payment Request

Employee ID	Employee Name	Position # Payment is funded from	Amount of Payment	Dept #	Grant or Project/ Program #	Pay Date Requested	Reason/Description for Payment

*This form is for one-time payment requests which cannot be submitted through the regular channel of the online Payment Request system within Campus Connection.*

### Pay Rate Change Request (for Part-time Staff Only)

Employee ID	Employee Name	Position #	New Pay Rate	Old Pay Rate	Grant or Project/ Program #	Pay Date Requested	Reason/Description for Pay Rate Change

*This form is for pay requests for Part-time staff employees. Pay requests for Full-time staff employees must be submitted through the Position Data Request system.*