



OLD DOMINION UNIVERSITY
PAYROLL STUDENT EMPLOYMENT
ONE TIME SPECIAL PAYMENT FORM (E-1SP)

Keep a copy for your records

Contact Person: _____

Phone Number: _____

ALL INFORMATION SHOULD BE TYPE WRITTEN

A. PAYEE INFORMATION			
Organization/Department:	Budget Code:	Sub-Object Code:	BANNER Position #:
Last Name:	First Name:	University Identification Number (UIN):	Type of Student: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate
Residency Status: <input type="checkbox"/> Citizen (C) <input type="checkbox"/> Permanent Resident (P) <input type="checkbox"/> Non-Resident Alien (N)	B. SPECIAL PAY INFORMATION: Start Date: _____ End Date: _____ Payment Amount: \$ _____		Funding Period: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Session I <input type="checkbox"/> Summer Session II
C. PAYMENT DETAILS: (Please provide detailed information: i.e. DJ Services, Photography Services, Musical Performance Services, etc.)			
D. APPROVING SIGNATURES (*My signature certifies that this employee has completed an I-9 form and all other employment documentation)			
*DEPT CONTACT REQUESTING PAYMENT		*BUDGET UNIT HEAD/DEAN/DIRECTOR	DATE
*** PAYROLL STUDENT EMPLOYMENT USE ONLY ***			
<u>Student Enrollment:</u> Current Semester: _____ Total Credit Hours: _____ <u>New Employee?</u> <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>I-9 Employment Eligibility</u> <input type="checkbox"/> New I-9 Received <input type="checkbox"/> I-9 on File <u>Hiring Documentation</u> <input type="checkbox"/> New Hiring Docs Received <input type="checkbox"/> Hiring Docs on File		<u>Payroll Student Employment Notes to Payroll Processing</u> Effective Pay Period: _____ Effective Pay Number: _____ Student Specialist Sign Off: _____ Date Processed: _____ Reviewed By: _____