



# INDIANA STATE UNIVERSITY ONE TIME PAY AUTHORIZATION

(SEE GUIDELINES FOR ONE TIME PAY)

Employee Name \_\_\_\_\_ SSN or ISU ID# \_\_\_\_\_  
 Department \_\_\_\_\_ Org Code \_\_\_\_\_  
 Pay Expense Index \_\_\_\_\_ Account Code \_\_\_\_\_  
 Person Completing Form \_\_\_\_\_ Extension Number \_\_\_\_\_

### Employee Status

New Employee

Current Employee

### Basis for Payment

Describe Work or Activity \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Activity \_\_\_\_\_ Payment Amount \_\_\_\_\_

### Employee Certification

I certify that the work or activity indicated above for which I am being paid has been completed. I also certify that I am aware that Indiana State University is a Drug-Free workplace, and I comply with the provisions of the Drug-Free Workplace Act (See Guideline #2).

\_\_\_\_\_  
Employee Date

I certify that the work or activity has been completed and this payment is authorized.

\_\_\_\_\_  
Supervisor Date

### Approval Signature

\_\_\_\_\_  
Administrator Date

Vice President \_\_\_\_\_ Controller \_\_\_\_\_ HR \_\_\_\_\_ Payroll \_\_\_\_\_

Comments:

## **ONE TIME PAY AUTHORIZATION GUIDELINES**

1. This form is to be used for a single payment to an employee of Indiana State University. Consultants, contractors or service providers are to be paid through the Office of the Controller via an Indiana State University check request. For assistance in determining if an individual is an employee or a consultant/independent contractor, contact the Office of the Controller at extension 3525.
2. A copy of the Drug-Free Workplace Act can be obtained from the Human Resources Office or viewed at <http://www.indstate.edu/humres/docs/Drug-FreePolicyForm.pdf>
3. For the purpose of this form, a new employee is considered to be someone who HAS NOT worked for the University during the past 12 months. Prior to or on the first day of employment, a new employee must go to the Human Resources Office and the Payroll Office with the proper identification to complete the following forms:
  - I-9 Immigration Form
  - Drug-Free Form
  - Employee Information Form
  - Computer User Form
  - Tax Withholding Forms
  - Direct Deposit Authorization
4. Fiscal year contract faculty or executive/administrative/professional staff may not receive additional compensation without prior authorization by the appropriate vice president's office using the Fiscal Employee Approval Form. The Fiscal Employee Approval Form may be obtained at [http://indstate.edu/humres/docs/fisca\\_emp\\_appr\\_form.pdf](http://indstate.edu/humres/docs/fisca_emp_appr_form.pdf)

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### **DOCUMENT FLOW**

1. Human Resources - I-9 completion for new employees
2. Supervisor (typically directed the work or activity) - approval signature
3. Administrator (typically Dean, Department Chair, Director) - approval signature
4. Vice President - review
5. Office of the Controller (Finance or Grants & Contracts) - index/fund verification
6. Payroll - payment

One Time Pay Authorizations are processed on a continuing basis in the Payroll Office, and are paid twice monthly on a date following the completion of the activity. Payment occurs on either the regular Monthly Payroll on the 1<sup>st</sup> of the month or on the Supplemental Payroll. The pay dates for the Supplemental Payroll occur on the 15<sup>th</sup> of each month during the academic year, and occur according to the Summer Sessions calendar during the summer. Direct deposits are processed and pay stubs are released to departments in the same manner as regular pays.