

Instructions – Special Consultant Payment Request

This form is required to request payment to employees with the Payroll classification of Special Consultant. Please note that this form must be completed each month that a Special Consultant works.

Employee Name – Enter the First Name, MI, and Last Name of the employee requesting a Special Consultant payment.

Social Security Number – Enter the employee’s Social Security number.

PeopleSoft EMPLID – Enter the employee’s PeopleSoft EMPLID. This number must be 9 digits.

Department Name – Enter the name of the department for which the Special Consultant worked.

Dept ID – Enter the Dept ID for the department named above.

PeopleSoft Position # – Enter the PeopleSoft Position # of the Special Consultant.

Daily Rate of Pay \$ – Enter the daily rate of pay for the Special Consultant.

Pay Period – Enter the month and year of the dates worked.

Dates Worked – Enter the dates worked for the month and year indicated above.

Subtotal Days Worked – Enter the subtotal number of days worked from the above “Dates Worked” column.

Total Days to be Paid – This field is automatically calculated from the above information entered in the “Subtotal Days Worked” column(s).

Employee Signature/Date – This is the signature of the Special Consultant. This signature verifies that the employee has worked the reported days recorded on this form. Enter the date form is signed by the employee.

Authorized Signature/Date – Signature of the person having formal authorization to approve expenditures and having knowledge that the employee worked the dates indicated. Enter the date form is signed by Authorized Signer.

Submit Completed Form to:
Payroll Office
Special Consultant Payment Request
Warren Hall 675