

## Human Resources

**Purpose of this Form:** To request a one-time payment. Requests for faculty or staff should be directed to your [HR generalist](#) for processing. Requests for student workers should be directed to your department's designated student transaction initiator. For additional information on how to use one-time payments, refer to the [Compensation Guidelines: Activity Pay and One-Time Payments](#).

### Requestor Information

Name: \_\_\_\_\_ Andrew ID: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Payment Recipient Detail

Employee Name: \_\_\_\_\_ Andrew ID: \_\_\_\_\_  
 Supervisory Org: \_\_\_\_\_ Pay Frequency: \_\_\_\_\_  
 Position: \_\_\_\_\_ Academic Period: \_\_\_\_\_

### One-Time Payment Details

One-Time Payment Reason: \_\_\_\_\_  
 Requested Payment Date: \_\_\_\_\_ Currency: \_\_\_\_\_ Amount\*: \_\_\_\_\_  
 SPA Approval Needed: \_\_\_\_\_ *\*Threshold approval necessary for one-time payments in excess of \$10,000.*

### Charging Instructions

GL AMT OR %	FUNDING	FUNCTION	ACTIVITY	COST CTR (ORG)	BUS UNIT (ENTITY)

GA AMT OR %	PROJECT	TASK	AWARD	EXPENDITURE ORG

### Requesting Organization Approvers (Standard Approval Flow)

The employee's primary position's approvers will review this transaction. If the employee does not hold a position in your organization, please supply the correct approvers from your department who should approve this transaction before it is paid.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Financial Approver

\_\_\_\_\_  
Supervisor's Supervisor

\_\_\_\_\_  
ALG Member

\_\_\_\_\_  
Human Resources Business Partner

\_\_\_\_\_  
Threshold Approver

For faculty or staff - Submit completed form to your [HR generalist](#).

For student workers - Submit completed form to your department's designated student transaction initiator.