

REQUIRED DOCUMENTS AND RATIONALE ON REQUIRED FIELDS – ONE-TIME PAY

All of the following documents are required for hiring at Grand Valley State University. They are important because they are required for Banner entry to establish a G# and proper pay. If we receive all the documents with the one-time pay letter, it will increase the timeliness of their entry and payment. Although we encourage you to send all the paperwork at once, we may collect the I-9 within the first three working days.

One-Time Pay

- One-Time Pay Letter
- I-9 Form
- Tax Forms

One-Time Pay Letter

Rationale on the required fields in the one-time pay template:

- **One letter per payment per employee**
 - Payment for work is scanned and retained in the employee's personnel file.
 - One email requesting multiple payouts containing several G#s, payment amounts, etc. cannot be scanned into one individual's employee personnel file.
- **G Number (If they already have one assigned)**
 - This is provided to ensure we pay the correct employee.
- **Dates Worked**
 - To ensure the correct amount is paid.
- **Total Hours Worked**
 - To ensure an average of 29 hours/week over a certain one-year period of time is not being exceeded for Affordable Care Act (ACA) considerations.
 - These positions do not provide for benefits, so we need you to document compliance with the Affordable Care Act (ACA) hours limitation of an average of 29 hours or less per week.
- **Duties**
 - To ensure this payment is exempt level work.
- **This employee is currently employed as a student employee, hourly staff, or salaried faculty or staff:**
 - It's important for you to know if this employee is working in another area, as to not exceed the ACA average of 29 hours per week. All hours worked at GVSU must be combined and considered.
 - If you are unsure if this employee is working in other positions, it's important for you to have a conversation with the employee in advance of the work to determine and document accordingly. If you have other questions about ACA, please contact Employment at x13300.
- **Position Number**
 - To ensure this is charged and paid on the proper position number (for the Budget Office/Position Control).
- **FOAP:**
 - To ensure this is charged to the appropriate fund, organization, account, and program (for the Budget Office).