



Special Pay Form
2016-2017

STUDENT EMPLOYMENT OFFICE

PHONE: (616) 331-3238

FAX: (616) 331-3180

studentjobs@gvsu.edu

www.gvsu.edu/studentjobs

Policy: In specific circumstances, the University may pay a student a stipend rather than an hourly wage if the student meets the legally defined criteria for an exempt employee as defined by the Fair Labor Standards Act (FLSA). The University must determine if an employment relationship is being established requiring the student to be paid hourly. Also, the university must track actual hours worked in order to comply with the Affordable Care Act.

TO QUALIFY FOR A SPECIAL PAYMENT, THE INDIVIDUAL & PURPOSE MUST ANSWER YES TO ALL THE QUESTIONS BELOW.	YES	NO
Does the individual's primary duty involve the performance of work requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor?		If no, stop. The employee must be paid through UltraTime.
Does the individual's primary duty require that they have advanced knowledge used to analyze, interpret, or make decisions?		If no, stop. The employee must be paid through UltraTime.

If the answers to all of the questions above are "Yes", then you are able to use this special payment form through Student Employment.

If the answer to any statement above is "No", then the position does establish an employment relationship and the position must be classified and paid as an hourly position. You must hire the student through LakerJobs and track hours worked through UltraTime.

Procedures to continue as a Special Pay:

1. All recipients of work-related stipends must complete forms I-9, Federal W-4, and Michigan W-4 **PRIOR** to work being performed.
 - a. Forms must either be valid with the Student employment office or forms must accompany the Special Pay Form Request.
2. Provide a **complete** description. Include the time period covered by the request and hours to complete work.
3. All stipend forms submitted without following proper procedures, or lack of documentation will be returned **unprocessed** to the respective department.

Please note: students **must be enrolled in six or more credits** during the semester the request is made.



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Student Information

EMPLOYEE NAME	STUDENT GNUMBER
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*Note: If you are paying multiple students attach a list with their names, their Student IDs, and the amount of pay each student should receive. All students included in list **must have a submitted I-9**. Failure to comply will delay processing for entire list.*

Payment Information

PAYMENT PURPOSE								
FOAP	BUDGET POSITION NUMBER	PAYMENT AMOUNT						
TYPE	EXPLANATION							
<table border="1"> <tr> <th>WAGE TYPE</th> <th>DESCRIPTION</th> </tr> <tr> <td>☐ ONE</td> <td>ONE TIME PAYMENT REQUEST</td> </tr> <tr> <td>☐ STPND</td> <td>PAYMENT EXTENDING OVER MULTIPLE PAY PERIODS</td> </tr> </table>	WAGE TYPE	DESCRIPTION	☐ ONE	ONE TIME PAYMENT REQUEST	☐ STPND	PAYMENT EXTENDING OVER MULTIPLE PAY PERIODS	<u>DETAILED REASON FOR PAYMENT:</u>	
WAGE TYPE	DESCRIPTION							
☐ ONE	ONE TIME PAYMENT REQUEST							
☐ STPND	PAYMENT EXTENDING OVER MULTIPLE PAY PERIODS							

HOURS TO BE PAID															
PROVIDE ACTUAL HOURS AND DATES WORKED															
DAY	SUN	MON	TUE	WED	THU	FRI	SA	SUN	MON	TUE	WED	THU	FRI	SAT	TOTAL HOURS
DATE (MM/DD)															
HOURS															

Department Information

PERSON PREPARING THIS FORM	GNUMBER
DEPARTMENT	PHONE
IF PERSON PREPARING FORM IS NOT THE SUPERVISOR PLEASE LIST SUPERVISOR BELOW	
PRIMARY SUPERVISOR	GNUMBER

AUTHORIZED SIGNATURE: _____	DATE: _____
SEND CONFIRMATION TO: ☐ PERSON PERPARING FORM OR ☐ PRIMARY SUPERVISOR *SYSTEM WILL ONLY ALLOW ONE	