



Finance & Administrative Services
Office of Accounting Services
Payroll

LUMP SUM PAYMENT PROCEDURES

- Lump sum payments should only be used for student employees if compensation can not be derived from a calculation of an hourly rate of pay.
- The lump sum payment(s) must represent an amount that satisfies at least the federal requirement of minimum rate of pay.
- A **job description** with a **job title** should be established for each student job that requires lump sum payments.
- The **job title** must be included in the Remarks section of the TAD.
- A copy of the **job description** must be attached to the TAD.
- The student appointment form (TAD) must be sent to the Office of Student Aid & Scholarships for approval of lump sum payment(s) **PRIOR** to submission of the timesheet. Please note that lump sum payments are not normally allowed on sponsored agreements.
- The lump sum timesheet must have all fields completed.
- The lump sum timesheet should be sent directly to Student Payroll (do not route to Student Aid) **AFTER** approval of the appointment TAD has been obtained from the Office of Student Aid & Scholarships.
- Lump sum timesheets received in the Payroll Office without a corresponding approved TAD on line will be held by Payroll until the TAD has been approved by the Office of Student Aid & Scholarships. Memos will be sent to the Office of Student Aid & Scholarships and the department to notify them of this action.