OLD DOMINION UNIVERSITY/PAYROLL STUDENT EMPLOYMENT
ONE TIME SPECIAL PAYMENT FORM INSTRUCTIONS

The One Time Special Payment form (E-1SP) is organized into four (4) sections. The purpose for completing each section is outlined below. This form may be used to compensate new and existing student employees (Undergraduate & Graduate) for services performed and compensated via a one-time payment. This form **may not** be used for Awards or Recognition payments. **Failure to complete any section of the form or to include any required documentation will result in the form being returned to the department**. Payment cannot be made to **new student employees** via the One Time Special Payment form (E-1SP) until all hiring documents have been received, reviewed, and verified by the payroll student employment office.

<u>**FORM COMPLETION:**</u>
On the top right-hand portion of the form provide the Department Contact Person and the Department Phone Extension.

A. Payee Information
This section must be completed in its entirety for each employee. All identification information entered in this section must be consistent with the hiring documentation attached to this form or the hiring documentation on file for current student employees.

B. Special Pay Information
This section should be completed in its entirety; notating the start and end dates the services were performed. Also, indicate the full payment amount to be compensated and the semester in which it is being paid.

C. Payment Details
Please provide a brief description of the services performed requiring payment. (For Example: This undergraduate student provided photography services during our Commencement Program)

D. Approving Signatures
This section must be completed in its entirety. By signing the document, the fiscal technician/office manager and the budget unit director/Dean (currently listed on the signature list) certify **that all required hiring documents were completed in onboarding before the services were performed .** The following is a list of the required hiring documents found in student onboarding**:**

- ❑ Certification for Employment Eligibility (I-9) (**This document must be submitted within 2 business days of the services being performed**)
- ❑ Equal Opportunity Data Form
- ❑ Child Support Disclosure
- ❑ Selective Service Compliance Form (required of new male employees)
- ❑ Summary of Policies Acknowledgement
- ❑ Elected Official Form
- ❑ Dual Employment/Conflict of Interest Form
- ❑ Voluntary Self-Identify of Disability Form
- ❑ Direct Deposit Form (Mandatory for all new hires unless you opt out in writing.)
- ❑ Copy of the Social Security Card (The University is required to record each employee's name and social security number exactly as it is shown on the individual's social security card).
- ❑ W-4 and VA-4

Revised 6/28/2024