

Please review instructions on page 2 to ensure that this payment meets the outlined criteria.

Employee Information

Employee Name
Address
City State Zip
Phone Email
Current or Previous Employee? Yes No Unknown
Citizenship: U.S. Legal Permanent Resident Non Resident Alien Unknown
Midd ID Number (if known)

Departmental Information

Department
Supervisor/Hiring Manager Email
Description of work
Position Number (if known, to be used to pay employee)
Location of work (please be specific: location on campus; state; country)
Employment Start Date Employment End Date
Hours Worked per Week
Amount \$
Required EDORDA (provide the full EDORDA for this payment; Entity-Department-Object-Restriction-Designation-Activity)

Authorizing Signatures/Dates

Supervisor/Hiring Manager Date
Budget Administrator, Vice President, Provost, Executive/Deputy/CNS Director, Dean
(Title) Date
Human Resources Member Date

INSTRUCTIONS

Individuals may be new employees or may already be employed in another capacity. The One-Time Payment Form can only be used for positions that are:

1. Short-term in nature (two weeks or less), AND
2. Do not require individual Ways and Means Committee (WMC) approval, AND
3. Already have budget approval.

If you are unclear about whether or not a position requires WMC approval, contact Human Resources.

All U.S. employers are required by law to verify the employment authorization of all workers they hire including U.S. citizens, permanent residents, and temporary foreign workers. Every newly hired employee must complete and sign section 1 of form I-9 no later than the first day of employment, regardless of his or her immigration status. The employer's Office of Human Resources must complete and sign section 2 of Form I-9 within 3 business days of the employee's first day of employment.

A W-4 tax withholding form is required for pay to be processed. If an employee fails to properly complete Form W-4, the employer must withhold federal income taxes from the employee's wages as if he or she were single and claiming no withholding allowances.

Unless the individual is already employed in another capacity he or she should be sent to HR to complete required forms before work begins, when possible, but no later than 3 days after the work has commenced.

Contact for more information: hr@middlebury.edu or hr@miis.edu

For non-U.S. citizens, work authorization must be in place for the duration of the service period. Contact International Student & Scholar Services at iss@middlebury.edu to obtain visa guidance at least 3 months in advance.