

**GEORGIA STATE UNIVERSITY  
FEE-BASED PAYMENT FORM**

Prior to employee performing duties, Human Resources must have all employment completed paperwork on file in the Human Resources' Office. If more than six months has elapsed since last payroll payment, employee needs to complete another employment packet in Human Resources. Failure to have this information on file prior to employment may delay payment to the employee or cause the University to be in violation of federal and state laws.

**NAME:** \_\_\_\_\_

**EmpID:** \_\_\_\_\_

**SERVICES PERFORMED:**  
(attach additional sheet, if necessary)

Dates and contact hours services were performed:

DATES	HOURS	DATES	HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PAYMENT:** \_\_\_\_\_

**HOURLY RATE:** \_\_\_\_\_

\_\_\_\_\_  
Recipient

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organizational Approver (please print)

\_\_\_\_\_  
Organizational Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension

\_\_\_\_\_  
Dean's Office Approval (when required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Extension

Account number to charge: \_\_\_\_\_

Grants & Contracts approval: \_\_\_\_\_  
(if required)