Date:

Name of person asking:

Title of person asking:

Department:

Telephone number:

Reason for lump sum payout:

Name of person they would like to pay a lump sum (in case we need to look up some information in HRMS):

Amount of lump sum payment:

Main assignment for person receiving the lump sum (what do they do?):

Is this main assignment an exempt or non-exempt (eligible for overtime) position**?**

Is the lump sum based on hours worked, project completed or is it a bonus (no extra work)?

If it is based on hours worked (most likely this will need to be recalculated as overtime), how many hours did they work?

What was the type of work?

Is it outside of their job description?

Is it similar to what they do on a day-to-day basis?

If it is based on a project completed, what was the project?

Is the project outside the scope of their job description?

Is it similar to what they do on a day-to-day basis?

Over what period of time did they work on?

If it is based on a bonus (no extra work, just a great job), no overtime is calculated**.**

Chart String to be charged: