



Georgia Institute of Technology
Payroll Department
Special Payment Request Form

This form is used to request a special payment to reimburse GT employees (e.g.: temporary housing) and to compensate students for services rendered beyond their regular job assignments. Special payment requests must be approved by the Dean, Director or Department Head. The approved form may be scanned and attached to an email to the payroll customer service email address: pay.ask@ohr.gatech.edu or mailed to the Payroll Department MC 0435.

The payment will be included with the next available payroll unless other arrangements have been made.

*****This form may not be used for requesting special payments for services or duties performed as part of the Department of Distance Learning and Professional Education's Continuing Education programs and may not be used for prizes and awards.*****

Employee Name PSID/gtID #
PS Project # Amount

Brief explanation for special services rendered/duties performed.
Please include dates.

Requester:
Name
Title
Phone
Department Name/ID#

Approver:
Name
Date

For use by the OHR/Payroll Department Only

Verified By:
Processed By:

For assistance please contact: pay.ask@ohr.gatech.edu
Customer Service Line: 404-894-4614