

## INSTRUCTIONS

### STAFF SUPPLEMENTAL SERVICES AGREEMENT

1. Type or print legibly in ink.
2. This is the required form to request pay for work done on ALL assignments of a temporary nature for staff members of Azusa Pacific University. Periods of employment beyond two weeks require different processing through the Office of Human Resources. Contact Haley Vallelunga for information on hiring temporary staff employees.
3. The Social Security number is REQUIRED to be printed on the form. (Please do not say "On File.")
4. The 10-digit APU Budget Account Number for payment is required and needs approval by the Payroll Office BEFORE payment is made.
5. Complete all sections for payment being calculated by a rate per hour. A description of the type of work being done is REQUIRED. THE RATE OF PAY FOR HOURLY SERVICE MUST BE APPROVED BY THE OFFICE OF HUMAN RESOURCES!  
CONTACT RUTH LOISEL FOR PAY RATES.
6. Completion of the W-4 and I-9 or W-9 (depending on circumstances) is REQUIRED. I-9 approvals are available in several offices on campus. If you need assistance with the I-9 form, please call the Office of Human Resources. A W-9 is the form required for services rendered and being paid as a professional service to an individual (these payments must meet the IRS test for professional services). If you have questions about the I-9 or W-9, please contact Murray Flagg in the Office of Human Resources.
7. This form can be accessed through public folders, the APU website, or by request from the Office of Human Resources.
8. Payment for services REQUIRES the signature of the person receiving payment before the Business Office can process the pay.
9. Be sure all signatures and approvals are complete and send the ORIGINAL form to the Office of Human Resources to be processed. The department contact person should forward a copy to the employee and keep a copy for department records (if necessary). Please DO NOT send the Staff Supplemental Services Agreement or a copy to the Payroll Office!

**NOTE: INCOMPLETE FORMS WILL BE RETURNED TO THE REQUESTING DEPARTMENT. PAYMENT WILL BE MADE ON REGULAR PAYROLL DATES. ITEMS COMPLETED AND IN THE PAYROLL OFFICE BY THE 5<sup>TH</sup> OF THE MONTH WILL BE PAID ON THE 15<sup>TH</sup>. ITEMS COMPLETED AND IN THE PAYROLL OFFICE BY THE 20<sup>TH</sup> OF THE MONTH WILL BE PAID ON THE LAST DAY OF THE MONTH.**