

Settlement Payment Authorization

CONFIDENTIAL

(Information to be shared only with those who have a business need to know.)

Instructions: For settlements involving a monetary payment, the Human Resources Consultant or Labor Relations Specialist, depending on who is the Case Manager for the settlement, completes the **Settlement Payment Authorization Form**. Obtain contact and budget information from the unit paying the settlement to complete the form. **The Case Manager *hand delivers* the completed Settlement Payment Authorization Form to the Payroll Office.**

Payment Requestor Information

Requestor Last Name, First Name	Requestor Job Title	Requestor Phone	Requestor Email
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Payee Information

Last Name, First Name	Social Security ID#	Employee ID#	
Address (street)	City	State	Zip

Payment Information

Payment Amount	Budget To Be Charged	Date Check Requested	Department Budget Contact Name and Phone No.
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This amount is a lump sum settlement payment that does not represent a retroactive payment of wages; or

This amount is a retroactive payment of wages:

Number of work hours for which payment is being made: _____

Pay period for which payment is being made: _____ (date) to _____ (date)

Is Payee a Non Resident Alien? no yes If Yes, what is the tax Country?

Approval

Employing Unit Payment Authorization _____ Print Name (Title) _____ Signature (Date)	
UW Case Manager Administrative Authorization (Human Resources or Labor Relations) _____ Print Name (Title) _____ Signature (Date)	

Type of Settlement and Routing Instructions

<input type="checkbox"/> Employment Dispute (All HR matters are employment disputes unless otherwise determined by asst. attorney general)	Copy to Payroll Office Assistant Director Copy to Executive Director of Benefits
<input type="checkbox"/> Personal Injury	Copy to Payables Administration
<input type="checkbox"/> Other (describe): _____ _____ _____	Discuss With Assistant Attorney General and Tax Office to determine proper payment method

- Obtain copy of settlement check and payment acknowledgement form (signed by employee on receipt of payment) and file with completed Settlement Form in Settlement Files.