

## REQUEST FOR APPROVAL TO PAY TEMPORARY HOUSING

To: FSU Office of Human Resources  Department Representative:  Department Name and #:  Name of Employee or Applicant:  FSU Employee ID#:  Class Title:  Pay Plan:  Rate of Pay:  Beginning Date of Employment:  Start date for stay:  End date for stay:  Temporary Housing will not be applied to all positions assigned to a specific classification and will be evaluated on a case-by-case basis. Temporary Housing may be paid by the University I such payment is clearly in the best interest of the University, and if it has been authorized in accordance with per provisions policy. Lemporary Noticy Interporary Noticy I such payment is clearly in the best interest of the University, and if it has been authorized in accordance with Housing pay be paid by the University I such payment is clearly in the best interest of the University, and if it has been authorized in accordance with per provisions policy. Lemporary Noticy Improved the provisions policy I reprovate the part of the Chief Human Resource Office. Pol employees are not eligible.  Initial appointment where recruitment was necessary  Competitive market requires justification for temporary housing  Other (attach explanation)  Temporary Housing Options:  Pleases select from the options listed below.  Cash Payment to Employee  Direct Payment to Vendor - Requires additional Payroll Approval  Housing Provided on University Premises - Requires additional Payroll Approval  CASH PAYMENT TO EMPLOYEE FOR TEMPORARY HOUSING  The move will be made on or about the date of Approval shall be for the move to take place no later than ninety days af per Direct Payment to Vendor - Requires additional Payroll Approval  Approval shall be for the move to take place no later than ninety days and per provide documentation of market value to Payroll for tax purposes.  Photosing Provided on University will withhold from the employee's earnings. Department will be responsible for applicable payroll taxes. This payment represents compensation and, therefore, the University will withhold from anou	//LQOEST I	ON ALL NO	17AL 1017	ii i Livii Oili	1111110031110	<u></u>
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Chief Human Resources Officer Date	Department Head	Date	Dean	/Vice President		Date
	Chief Human Resources Officer	Date				
Payroll Approval if applicable Date	Payroll Approval if applicable	Date				
Remarks:	Remarks:					

Note: Copy of approved form must be submitted to Payroll Services for processing if applicable.