



RESEARCH STUDY PARTICIPANT PAYMENT FORM

For VCU Employees Only - Do Not Disclose Protected Health Information

Employee Name: _____

Employee V#: _____

Dept/Unit: _____

Dates Participated: _____

Date of Activity/Visit: _____ Pay Amount Due: _____

Index to be charged: _____ Account to be charged: _____

Requestor signature: _____

Supervisor signature: _____

Fiscal Administrator signature: _____



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Instructions:

1. All fields are required to be completed for payroll processing. Incomplete submissions may result in delays.
2. This form is intended only for VCU employees who are participating in research. Incomplete or ineligible submissions may result in processing delays.
3. Please ensure that the ledger index or grant-related index used for posting is open. If the index is closed, the payment will be redirected to BADPAY, requiring additional actions to complete the transaction.
4. Please indicate the General Ledger (GL) account to be charged. Note that this is separate from the index. (i.e. Classified salary 520110)
5. Upon completing the form, please ensure that all required signatures and the date signed are included. The form may be submitted via DocuSign and should be routed to VCU Payroll Services for processing at payroll@vcu.edu
6. The form must be submitted by the established [Payroll Processing deadline](#). Forms received by the deadline will be processed on the upcoming payroll; otherwise, payment will be included in the next available regular payroll cycle.
7. The payments issued via this form are subject to Federal, FICA, and State withholdings and will be reported on Form W-2.
8. For any questions regarding this form, please contact VCU Payroll Services at payroll@vcu.edu.