FSU | CONTROLLER'S OFFICE
FINANCE & ADMINISTRATION

Payroll Services
5600A University
Center, Tallahassee,
FL 32306
P: 850-644-3813
F: 850-644-9403

Training Grant Payment Form

This form is used for Training Grant payments to be paid bi-weekly via Payroll Services.

Department Information

Department Name: Contact Name:

Contact Email: Contact Phone:

Payee Information

First Name: Middle: Last Name:

EMPLID: Employee Record*:

If the student is not set up in OMNI HR, leave this field blank.

Comments:

Additional/One Time Pay Amount

Funding Info: **Pay Period Amount:**

Goal Amount: **Begin Date:** ___ / ___ / ___
                                                                    MM   DD   YY

Approval Signatures

_____   _____
Principal Investigator Signature   **SRA Signature**

_____   _____
PI Signature Date   **SRA Signature Date**

Submit completed form along with a completed [Direct Deposit Form](#) via a SF case routed as follows:

>   What do you need help with?: Payroll Taxes

>   Subject: Training Grant Payment

Note: Multiple Training Grant Payment forms may be submitted per SF case.