



**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#:		Record #:	
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 if such payment is clearly in the best interest of the University, and if it has been authorized in accordance with the provisions policy. Temporary Housing may not be provided beyond one year from the date of employment. Eligible employees include Faculty, Executive Service (AEX), Administrative and Professional (A&P) within pay bands 05 and above. Exceptions for critical and hard to fill positions will require pre-approval from the Chief Human Resources Officer. OPS employees are not eligible.

<input type="checkbox"/>	Initial appointment where recruitment was difficult
<input type="checkbox"/>	Regional or National recruitment was necessary
<input type="checkbox"/>	Competitive market requires justification for temporary housing
<input type="checkbox"/>	Other (attach explanation)

**Temporary Housing Options:**

Please 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 anticipated date specified. The requested monthly payment is \$ \_\_\_\_\_ . Approval shall be for the move to take place no later than ninety days after the \_\_\_\_\_ per \_\_\_\_\_ .

**DIRECT PAYMENT TO VENDOR**

The move will be made on or about the date of anticipated date specified. The requested monthly payment is \$ \_\_\_\_\_ . Approval shall be for the move to take place no later than ninety days after the \_\_\_\_\_ per \_\_\_\_\_ .

**HOUSING PROVIDED ON UNIVERSITY PREMISES**

Provide documentation of market value to Payroll for tax purposes.

**Employee is responsible for applicable payroll taxes.** This payment represents compensation and, therefore, the University will withhold from the gross amount all taxes and other appropriate deductions that it would normally withhold from the employee's earnings. Department will be responsible for the normal employer-required FICA taxes using funding source \_\_\_\_\_ .

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Dean/Vice President Date

\_\_\_\_\_  
Chief Human Resources Officer Date

\_\_\_\_\_  
Payroll Approval if applicable Date

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