



# ATTENTION STUDENT ORGANIZATIONS

## Professional Services

Is your organization looking to hire a DJ for an event? How about a photographer, or even a public speaker? If you're not quite sure how to go about paying them look no further! Any organization looking to hire a professional service must submit a payment voucher through SSI payroll. All vouchers must have an attached invoice as well as the following information in order for individuals providing the service to be paid: Date of Birth, Social Security Number, Address, and a Contact Number or E-mail.

**Professional  
Services**

**Bi-Weekly Payroll  
Dates**

**Submit in a timely  
manner**

**Have Questions?**

**Contact SSI  
HR/Payroll  
Generalist.**

**ELISE BONAGURA**  
HR/Payroll Generalist

Sykes Student Union  
Room 259

(610) 436-3559

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