

Date Prepared: _____

Date Received: _____
(COE only)

Please complete this form for STIPEND appointments. You must also use this form if you wish to make any change to an existing stipend appointment (i.e. pay rate, budget #, end date, etc.).

Submit to Dean's Office HR: College of Engineering, Box 352180 (Please attach any required University payroll forms.)

HR Approval: _____

Name (As Shown on Social Sec Card): _____

Other CURRENT appointments on campus? Yes _____ No _____

If yes, what is Home Department? _____

EID (or attach I9 for new hire) #: _____ Gender: M _____ F _____

Student # (Needed for ALL student appointments.): _____

Start Date (1st or 16th of the month—stipends are NOT prorated): _____

End Date (15th or end of month): _____

Total Pay Periods _____ Monthly Pay Rate: \$ _____/mo

Total Stipend Amount to be paid out (see note) \$ _____

Note: Total stipend amount = # Total Pay Periods x Monthly Rate/2

Budget #1: _____ Dates: _____

Budget #2: _____ Dates: _____

Budget #3: _____ Dates: _____

Comments: _____

Job Code*: _____ Position Title*: _____

*Please contact HR to figure out the appropriate Job Code and Title.

Name of Supervisor

Budget Authorization Signature*
*(This is often different person than supervisor)

Appointment requests and all required paperwork should be submitted on or before the first day of employment. If a delay is unavoidable, please refer to the dates on the "Time Sheet Due Dates" form for paperwork due dates and corresponding pay dates.