

**Stipend Payroll Authorization**

|  |  |  |
| --- | --- | --- |
| **Authorization for Payment of Stipend** | | |
| Employee Name |  | |
| Position Title |  | |
| Department |  | |
| Position Reports to |  | |
| Start Date |  | |
| End Date |  | |
| Work Schedule | hours per week (approximately) | |
| Total Amount of Stipend | $ | |
| To be Paid  *(in the closest bi-weekly payroll to the option selected)* | quarterly throughout the employment term  middle and end of the employment term  end of the employment term | |
| Salary Account and Distribution | %             % | |
| **Approval** | **Signature** | **Date** |
| Department or Budget Unit Head |  |  |
| Dean (if academic unit) |  |  |
| Manager, Fund Accounting (if appl.) |  |  |

cc: Associate Vice-President Finance & Treasurer

Instructions:

This form is to be utilized for payment of individuals who are hired to complete a specific project or task. A lump sum is authorized as payment for the work; however, it is important to include (as close as possible) the number of hours associated with the project, averaged on a weekly basis, should we be required to complete a Record of Employment for the employee.

Employees who are approved for a stipend payment are entitled to nothing more than the stipend itself, less mandatory deductions for EI, CPP, and income tax; no additional benefits are provided through this appointment.

If the funding for your payment is partially or wholly coming from Research funds, please submit this form to the Manager, Fund Accounting with Financial Services for their approval.

Please complete the information required and circulate the form to collect signatures in the order given to authorize payment.

Form Revision Date: October 12, 2022