

**Stipend Payroll Authorization**

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| **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)  |  |       |
| Vice-President Authorization |  |       |
| Human Resources Director |  |       |

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.

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

Form Revision Date: April 28, 2020