

Stipend request

The session length for campus-wide single sign-on is limited to one hour from the time a user first logs in. If you need to input lengthy justification comments on this page, we suggest you save this request periodically by using the "Save and Stay" button below, or compose your comments elsewhere prior to creating this request. This will prevent loss of data if your session expires before you submit this page.

Employee Name:

EMPLOYEE ID	HIRE DATE	REPRESENTED	PAY SCHEDULE	BARGAINING UNIT
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Appointment details

EMPLOYEE RECORD NUMBER

CURRENT DEPARTMENT

CURRENT PAYROLL TITLE

Stipend proposal

CURRENT SALARY

SALARY GRADE

SALARY ON

STIPEND REQUEST TYPE

FOR EXTENSIONS, PROVIDE ORIGINAL STIPEND DATE

<input type="text"/>	<input type="text"/>
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PAYMENT FREQUENCY

PROPOSED STIPEND AMOUNT

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STIPEND START DATE

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STIPEND END DATE

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Stipend Justification

WHERE DID THESE DUTIES ORIGINATE? ARE THEY NEW DUTIES, OR DID THEY COME FROM ANOTHER POSITION?

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REASON FOR TEMPORARY ASSIGNMENT

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DESCRIPTION OF TEMPORARY DUTIES

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RATIONALE FOR AMOUNT

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Request Initiator:

Supervisor:

Department Approval Authority:

Additional Approver (a. optional):

Additional Approver (b. optional):

VC Endorsement:

HR/Compensation Approval