

**Electrical and Computer Engineering
2016/2017 Graduate Student Research Assistantship
Payment Instruction/Information Form**

Payroll Deadline is the 5th day of every month or the Friday before should the 5th fall on the weekend or statutory holiday, with the exception of Jan 2017 which is due Dec 16, 2016

Please ensure that the Letter of Appointment is attached to this form. To avoid confusion please state salary per month. A separate form must be prepared for each offer. Missing information or handfilled forms will be returned.

Date of Request:

Student Name:

ID#:

Payment Type:

Program: PhD

MSc

Start Date:

Cannot start prior to Sep 1 2016

End Date:

Cannot go past Aug 31, 2017

Please select one of the options:

Student Thesis Related (GRAF):

PI Research Related (GRA):

Total Hours:

for GRA appointments only; refer to GSA 2016-17 table in Forms Cabinet

5% Increase: \$

on salary portion only

Speed Code(s):

Monthly Salary*: \$

**Where applicable, benefit costs for CPP, EI and WCB will be added to the monthly salaries*

Research Project Name(s):

Duties:

Supervisor:

Signature:

PI Holder:

Signature:

If different than the Supervisor

eForm ID#

Request Received:

Letter Prepared:

Letter sent for Signature:

Letter sent to HR/eForm: