REQUEST FOR PAYROLL ADDITION/MODIFICATION
MECHANICAL ENGINEERING

1. NAME _____ Student Number _____

   Email address _____

2. ACTION

   _____ NEW POSITION (Please also complete page 2)

   _____ ADD TO PAYROLL

   _____ CHANGE END DATE

   _____ REMOVE FROM PAYROLL

   _____ CHANGE PAY RATE

   _____ CHANGE STATUS (i.e. RA to TA) FROM _____ TO _____

3. START DATE _____ END DATE _____

4. STATUS OF EMPLOYEE

   a. _____ GRAD STUDENT TA _____ RA _____ BIWEEKLY STIPEND AMOUNT _____

   b. _____ HOURLY GRAD STUDENT HOURLY PAY RATE _____ HOURS PER WEEK _____

   c. _____ UNDERGRAD STUDENT HOURLY PAY RATE _____ HOURS PER WEEK _____

   d. _____ POST-DOC ANNUAL PAY RATE _____

   e. _____ STEPS (temporary) HOURLY PAY RATE _____ HOURS PER WEEK _____

5. ACCOUNT #

   FOR PAYROLL _____

   TUITION _____

6. APPROVAL by PI

   NAME _____

   SIGNATURE _____ DATE _____

Job Summary (Please provide a short description of the essential functions of the position).