

Rice University - Graduate Student Payroll Authorization

Type of Action:

First Appt. as a Rice grad student: I-9 attached I-9 pending
 New action, continuing student
 Revision of prev. submitted stipend appt. Termination of stipend
 Revision of current semester tuition support Is this student leaving Rice? (Y/N): _____
 Other (please explain): _____ If yes, why? _____ Completed degree Leave of Absence
 _____ Withdrawn Other _____

Date prepared: 8/15/09
 Dept. Initiating PA: Toon Studies
 Person to contact for questions:
 Name: Millicent Yonker
 Phone 5812 Mail Stop: 13

Student Information:

Doe Jane L S00123456
 Last Name First Name Middle Student ID #
 Foreign Student Citizenship Country: _____ Type of visa: _____

Toon Studies 999000 Degree Program: Doctoral Thesis Master's _____ Non-Thesis Master's _____
 Home department Home dept Org # First semester & year in degree program: Fall 2008

Stipend Support:

From: Always complete this section listing all previously submitted current (or recent) appts. Complete exactly as previously submitted.
 For Action in "Current": if an appt. is to be revised, put "R", then enter revs'd appt. in the "Change to" area below; if no revision, leave blank.

Action	Begin date	End date	# months	\$/month	Total \$ for period	Fund #	Org #	Account	Title	Services rendered?			
1.	8/16/08	5/15/09	9	1600.00	\$14,400.00	A1	999000	60820	Rice Fellow		Y	X	N
2.											Y		N
3.											Y		N
4.											Y		N

Student's current total monthly stipend is: \$1,600.00 After changes, the total monthly stipend will be: \$1,600.00

Change to: List any revisions to above appointments and/or new appointments.

For Action in "Change to": if new appt, put N; if revision, put "R" and the line in the "Current" section that is being revised (i.e. R1, R2 ...)
 If one-time payment is to be made, put "1x" under Action, and put the date that payment is to be made under begin date.

Action	Begin date	End date	# months	\$/month	Total \$ for period	Fund #	Org #	Account	Title	Services rendered?			
1.	N	8/16/09	9	1600.00	\$14,400.00	R30999	999000	60850	Research Assistant	X	Y		N
2.											Y		N
3.											Y		N
4.											Y		N

Remarks: Explain the reason for this PA (always complete this area).

New appointment as RA. This is a federal contract subject to E-Verify requirements.

Tuition Support: If the stipend "To" dates include any portion of the fall or spring semester, list tuition support information below.

Semester/yr: <u>Fall 09</u>			Semester/yr: <u>Spring 10</u>		
Funding Source:	Current/planned:	Change to:	Funding Source:	Current/planned:	Change to:
Student pays			Student pays		
Fellow			Fellow		
RA or TA	RA		RA or TA	RA	
Fund/Org #:			Fund/Org #:		
Total \$			Total \$		

Approvals:

Department Chair (required) _____ Date _____
 Principal Investigator _____ Date _____
 Dean's Office _____ Date _____
 Graduate & Postdoctoral Studies (required) _____ Date _____