Western Illinois University, School of Graduate Studies

Lump Sum Payment Request - Graduate Assistant

This form is used for supplemental pay for graduate assistants performing duties in addition to regular contract responsibilities. It should be used only for graduate students who have an assistantship contract for the current semester or had a contract the previous semester and have not completed a graduate degree. If the employee doesn't meet these requirements, contact the Office of Student Employment or Human Resources for the appropriate form.

Name:		
First	Middle	Last
WIU ID #:		
*Employment Period:		
Describe the duties for which suppler graduate assistant's contract respons		ted and explain how this work falls outside of the
Budget Department Name:		
Budget Department Number:		_
Lump Sum Amount:		Hours worked:
Certification: This work is in addition	to regular graduate	assistant contract responsibilities.
Graduate Assistant	Date	
Fiscal Agent	 Date	
Supervisor (if different from Fiscal Agent)	Date	
Fiscal Agent's Dean/Chief Administrator	 Date	
Forward completed and approved fo	orm to:	
Sponsored Projects (Grant Accounts Only)	 Date	
Budget Office	Date	
Business Office (Grant Accounts Only)	 Date	
Graduate Office	 Date	

^{*} Should a request to back pay a graduate assistant be submitted, a rationale statement must be attached to the form indicating why this request was not submitted prior to the work being done. If approval of this request is not granted, the request will be returned to the fiscal agent marked "denied".