

**RESEARCH ASSISTANTS – SALARY**  
Student Approval Form

Finance Department

Supervisor's adjunct sponsoring department

Signature of head of supervisor's  
adjunct sponsoring department  
A.A.U. Approval

Date \_\_\_\_\_

Faculty or Department \_\_\_\_\_

Surname	Grantee Approval	Cost Centre	Object 8257/8256	Total Stipend To Be Paid Exclusive Of Benefits	Start Date – End Date (mm/dd/yyyy)	Total Hours Of Appointment
Given Name						
Student Number						
Employee Number						
	Supervisor's signature	Grant account no. (Cannot be obtained until approvals from all relevant	8257 8256	Stipend should be \$5000 if there's an extra 10% (\$500) in the account for benefits. If the grant account only has \$5000, then deduct 10% and put \$4500 here.		
		committees are granted, and supervisor's UWindsor email account is created.)	8257 8256			
			8257 8256			
			8257 8256			

**NOTE: ALL STUDENTS ON PAYROLL MUST REPORT TO HUMAN RESOURCES TO PROVIDE REQUIRED DATA.**

**ATTENTION: This form should be used only for those students who are providing services to a research grant for the main purpose of earning income.**

**PLEASE CONSULT THE RESEARCH ASSISTANTSHIP GUIDELINES ON THE GRADUATE STUDIES WEB SITE.**

I have read the Research Assistantship Guidelines and have determined that salary is the appropriate method of payment.

All signatures need to be original; no  
photocopies or scans allowed.

Grantee Signature: Supervisor's signature \_\_\_\_\_ Date: \_\_\_\_\_

Compensation paid from this form is considered employment income. Vacation pay of 4% and holiday pay are included in the compensation.

The cost centre will be assessed approximately an additional 10% employer statutory benefit cost.

**Submit Form To:** Payroll Department. Any inquiries should be directed to this department at (519) 253-3000 ext. 2137