REQUEST FOR PAYROLL ADDITION/MODIFICATION
MECHANICAL ENGINEERING

1. NAME:_____________________________  ID Number:______________
   Email address:____________________________________

2. ACTION
   ADD TO PAYROLL  _____  CHANGE END DATE  _____
   REMOVE FROM PAYROLL  _____  CHANGE PAY RATE  _____
   CHANGE STATUS (i.e. RA to TA)  _____  FROM & TO ____________
   CHANGE ACCOUNT CHARGED _____

3. START DATE ______________  END DATE ______________

4. PAY STATUS:  BI-WEEKLY _____  MONTHLY _____  HOURLY _____

5. STATUS OF EMPLOYEE (check one and complete as appropriate)
   a) GRADUATE ASSISTANT _____  STIPEND
      TA (Semester)  RA (Bi-weekly)
      Masters  $6,075  $675
      PhD (w/o Masters Pre-Qual)  $6,750  $700
      PhD (w/ Masters Pre-Qual)  $6,750  $725
      PhD (Post-Qual)  $6,750  $750

   b) UNDERGRADUATE STUDENT _____
      HOURLY PAY RATE ____________
      HOURS WORKED PER WEEK ______

   c) FELLOWSHIP _____
      BIWEEKLY RATE ____________

   d) POST-DOC _____
      ANNUAL PAY RATE ____________

6. ACCOUNT # FOR PAYROLL: __________________ FOR TUITION ____________

7. APPROVAL by PI:  NAME: ______________________________
   SIGNATURE: ___________________________________ DATE: ___________