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:		
	ddle	Last
NIU ID #:		
Employment Period:		
Describe the duties for which supplementa graduate assistant's contract responsibilities		ed 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 re	gular graduate a	ssistant 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 form to:		
Sponsored Projects (Grant Accounts Only)	Date	
Budget Office	Date	
Business Office (Grant Accounts Only)	 Date	
Graduate Office	Date	