

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 supplemental pay is requested and explain how this work falls outside of the graduate assistant's contract responsibilities:

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 form 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".*