Need assistance? Contact gseproj@ucalgary.ca or 403-210-6687.

Step	Action
1.	Check Student Stipend Payment Form submission deadlines on the Student Payments website: https://cumming.ucalgary.ca/gse/faculty-and-staff/student-payments. *Deadlines for form submission for the next two pay periods are displayed within the 'Deadlines' section. Please note that listed deadlines are the HR Scholarship and Stipend Entry Deadlines for PeopleSoft. Forms should be submitted well, and ideally at least two business days, in advance of these deadlines as PeopleSoft is locked to entries as of 4:01pm (MT) on the indicated date. Late forms will be processed for the next payroll payment date.* Payments to the student cannot be made until a complete, correct form is received. Please ensure that you have enough time to make corrections if necessary. To check current payment details for your students, send their names and UCID numbers to gseproj@ucalgary.ca.
2.	Confirm with supervisor: (a) monthly stipend amount, (b) start and end dates of stipend term, and (c) the accounting string for the relevant project (i.e., the project out of which the student will be paid). Confirm with student: (1) registration is either currently active or that they have renewed their registration for the upcoming academic year. *Students initiate or renew their registration on an annual basis during their Anniversary Term. Student start dates are January 1st, May 1st, June 1st or September 1st.* *International students* – ensure that the student has a current study visa and that a copy is on file with HR (hrops@ucalgary.ca).
3.	Access the Student Stipend Payment Form via SharePoint (https://ecs.ucalgary.ca/faculty/medicine/gse/SitePages/Home.aspx) or navigate to the Form via the Graduate Science Education webpage: https://cumming.ucalgary.ca/gse/home > Faculty and Staff > Student Payments > **Stipend Payment Form** Login to SharePoint using your UofC login credentials. Don't have access? Contact the Scholarship & Stipend Officer at gseproj@ucalgary.ca.

4.	Click the "+ new document" link at the top of the page (disregard the "Create a new file" menu that briefly opens and wait for the page to load): **Cumming School of Medicine** ## Student Stipend Payment My Student Stipend Form(s) - Click new document (below) to complete the Student Stipend Payment Form ⊕ new document or drag files here Name Created Created By Modified Modified By There are no documents in this view. My Completed Stipend Form(s) - Click on the Name to open Name Created Created By Modified Modified By There are no documents in this view.
5.	Fill in the student's *Personal Details* (i.e., at a minimum, student first and last name and Student ID), *Graduate Student Program*, and *Payment Type* information. *Please note that Graduate Science Education no longer processes Graduate Student Fee payments.* If the student is an international student, proceed to Step 6. Otherwise, proceed to Step 7. **Personal Details** *Please Note: Address and/or contact information changes are required to be made by the student online)* Student ID: 12345678 Citizenship: Canadian Gender: ○ Male ● Female Last Name: Doe First Name: Jane Middle Name: Address: 123 Street City: Calgary Province: Alberta Postal Code: T2N 1N4 Home Phone: 123-123-1234 Work Phone: 321-321-4321 Email: jane.doe@ucalgary.ca Date Of Birth: 10/1/1998 **Graduate Student Program** *Please select the students' graduate program from the list below (http://cumming.ucalgary.ca/gse/content/programs):* ☑ MDBC — Biochemistry & Molecular Biology ☐ MDCV — Cardiovascular & Respiratory Sciences ☐ MDMI — Microbiology & Infectious Diseases ☐ MDBT — Biomedical Technology ☐ MDIM — Immunology ☐ MDNS — Neuroscience ☐ MDCH — Community Health Sciences ☐ MDSC — Medical Science ☐ MDGI — Gastrointestinal Sciences **Payment Type** ● **Masters Student** — Masters students in the Cumming School of Medicine for work that is applicable to the obtaining of their education and/or the inclusion of same in the student's thesis. ○ **PhD Student** — PhD students in the Cumming School of Medicine for work that is applicable to the obtaining of their education and/or the inclusion of same in the student's thesis. ○ **One Time Award** — Paying a graduate student in the Cumming School of Medicine a one time award from a supervisor's project. ○ **Graduate Student Fees** — Please contact gseproj@ucalgary.ca to see if you are eligible to pay fees. General Fees, Tuition Fees, Tuition Differentials (for International Students) being paid directly to the Fees Office from a supervisor's project. ○ **Graduate Assistant Research (GAR)** — This payment is 100% Employment Income and is NOT to be used to pay a graduate student for work that is applicable to the obtaining of their degree. Note: Maximum allowable of 450 hours per academic year (July 1 – June 30)

6.	Fill in the student's visa and study permit numbers with corresponding issue and expiry dates. *Please note that for new and returning international students, stipend payments cannot be processed until all immigration documentation is submitted to and updated within PeopleSoft by hrops@ucalgary.ca. It is imperative for the timely processing of international student stipend payments that immigration documentation is kept up to date with hrops@ucalgary.ca and the additional time required to complete this step should be factored into expectations when submitting a Student Stipend Payment Form for international students.*

International Graduate Students

A Social Insurance Number is required for international graduate students if their study permit indicates that they may work on-campus and/or off-campus Funding stipends in the Cumming School of Medicine are scholarship, not employment income; therefore, statutory deductions are not applied.

Student Visa:	123456	Permit Number:	123456
Issue Date:	10/1/2018	Expiry Date:	10/1/2018

Payments cannot be initiated for international students prior to the Issue Date or after the Expiry Date of their Study Permit.

Study Permits and Permanent Residency information (including SINs) are to be scanned/emailed to hrops@ucalgary.ca for processing. A payment will not be able to be initiated if this has not been completed.

7.	For new student payment details, enter:

- Stipend start date (n.b., must the first day of the month in which the appointment is to begin),
- Stipend end date (n.b., must be the last day of the month in which the appointment it to end),
- Complete chartfields or accounting string including *Fund*, *Department*, *Project*, and *Activity* codes (i.e., the Account code will auto-populate based on the selection made within the *Payment Type*)
- Monthly and overall/total stipend amounts (n.b., Please check the math on this portion of the form prior to submission as errors here may lead to delays in processing. For example, if the stipend is to run for 12-months, 1/9/2018-31/8/2019, at $1,750/month, no other values other than "1750" and "21000" should appear in the *Monthly* and *Total* fields, respectively.)
- Comments (i.e., any comments or information that you feel may clarify any points of the Student Stipend Payment Form should be listed here)
- Click the ⬛ Insert additional line of accounting button below the payment line to add additional payment lines (e.g., useful for when >1 project is being used to pay a student or if the student's rate of pay will vary over the term of the stipend)

Payment Details

Masters Student Program - *NEW* Payment Details
fill in details below

☐ *REVISION* - click here to open revision/change section

Start Date	End Date	FND	DEPT	Account	Project	Activity	Monthly	Total	Comments
9/1/2018	8/31/2019	60	28750	63020	12341233	00000	1750	21000	Tell the GSE the story of this stipend here...

⬛ Insert additional line of accounting

For revisions (e.g., modification, extensions, terminations) to existing student payment details:

- Enter the original or to-be-amended payment details first
- Click the REVISION check box to open an amendment payment line
- Select the appropriate *Revision Type*
- Specify revision in the provided payment line by completing the chartfields or accounting string with start and end dates, monthly and total amounts, and comments. *Please note that use of the Comments section to disambiguate the intended revision is strongly encouraged. The greater clarity provided in the Comments section the less need there will be for the GSE to go back to the submitting party for clarification during form processing.*

Payment Details

Masters Student Program - NEW Payment Details
fill in details below

☑ **REVISION** - *click here to open revision/change section*

Start Date	End Date	FND	DEPT	Account	Project	Activity	Monthly	Total	Comments
9/1/2018	8/31/2019	60	28750	63020	12341233	00000	1750	21000	Tell the GSE the story of this stipend here...

◼ Insert additional line of accounting

Masters Student Revision/Change Details

Revision Type:
- ☐ Accounting
- ☐ Extension
- ☑ Compensation Change
- ☐ Stop Payment (indicate note in relevant 'Comments' section which payment to stop)

Start Date	End Date	FND	DEPT	Account	Project	Activity	Monthly	Total	Comments
10/1/2018	8/31/2019	60	28750	63020	12341233	00000	2000	22000	PI has decided to increased X student's monthly stipend from $1,750/month to $2,000/month beginning October 1, 2018. All other payment details remain the same.

◼ Insert item

HELPFUL HINT:
By hovering to the left of the accounting lines, a blue dropdown arrow will appear. Clicking on the blue arrow brings up a list of options, *including "Remove Masters"* which will delete the line you are on.

Insert Masters before		63020
Insert Masters after [Ctrl+Enter]		
Remove Masters [Ctrl+Delete]		

8.	Fill in the contact information for the project but DO NOT click *Submit* (yet).

Contact Information

Project Holder: _____

Supervisor: _____

Submitter: *Dallas Callaway;*   *Submission Date:* 10/2/2018

Submit

NOTE: The project holder may not necessarily be the Supervisor. Please confirm this with the supervisor before submitting. Your name will appear automatically as the submitter. The Submission Date will automatically populate.

| 9.	Keep a copy of the Student Stipend Payment Form for your records*:
	• Click anywhere on the form
	• Hold 'Ctrl' + 'P' on your keyboard
	• The Print window of your browser will open
	• Select "Adobe PDF" from the printer name drop-down menu
	• Click OK
	Please note that this step may appear differently depending on the browser used to access the Student Stipend Payment Form within SharePoint. GSE recommends using FireFox, Internet Explorer, or Chrome and not Safari.
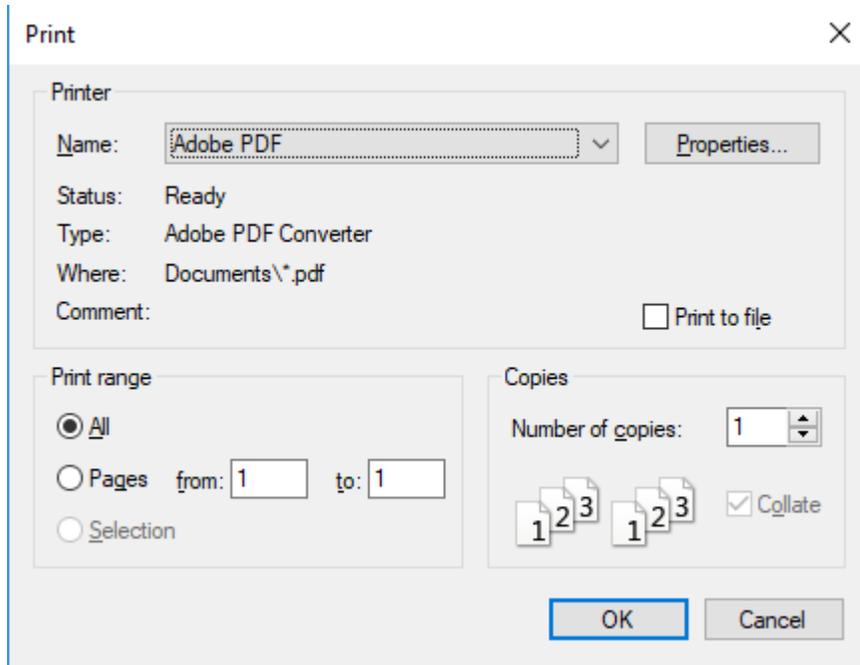
10.	Submit the form by clicking the green submit button at the bottom of the form.

11.	If the form was successfully submitted, you will receive the following message:
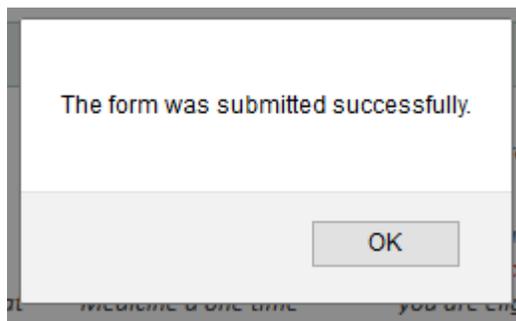
12.	DONE. If any corrections to the form are need by Graduate Science Education (GSE), GSE will contact the *Submitter* listed in the form. If you have submitted the form and need to make changes or have questions you can (1) resubmit another form clearly indicating that the previous form was submitted in error and is to be deleted or (2) contact gseproj@ucalgary.ca or 403-210-6687.