



RESEARCH STIPEND CONTRACT

PAYEE INFORMATION		
Date:		
Kean ID:		
Student Name:		
Street Address:		
City:	State:	Zip:

DESCRIPTION
Payment of stipend for research performed on the project entitled _____ for the _____ semester.

PAYMENT DETAILS
Total Stipend amount to be paid: \$
Amount to be paid per pay period: \$
Pay Period in which to begin payments (per attached schedule):

FUNDING INFORMATION		
Fund #:	Cost Center #:	Object Code #:

APPROVALS	
1. PD/PI:	Date:
Print Name:	Date:
2. Dean:	Date:
Print Name:	Date:
3. ORSP:	Date:
Print Name:	Date:



KEAN UNIVERSITY STUDENT PAYMENT SCHEDULE CALENDAR YEAR 2014

Pay Period	<u>From</u>	<u>To</u>	Timesheets DUE	<u>Pay Date</u>
01	12/14/13	12/27/13	12/30/13	01/10/14
02	12/28/13	01/10/14	01/13/14	01/24/14
03	01/11/14	01/24/14	01/27/14	02/07/14
04	01/25/14	02/07/14	02/10/14	02/21/14
05	02/08/14	02/21/14	02/24/14	03/07/14
06	02/22/14	03/07/14	03/10/14	03/21/14
07	03/08/14	03/21/14	03/24/14	04/04/14
08	03/22/14	04/04/14	04/07/14	04/17/14
09	04/05/14	04/18/14	04/21/14	05/02/14
10	04/19/14	05/02/14	05/05/14	05/16/14
11	05/03/14	05/16/14	05/19/14	05/30/14
12	05/17/14	05/30/14	06/02/14	06/13/14
13	05/31/14	06/13/14	06/16/14	06/27/14
14	06/14/14	06/27/14	06/30/14	07/11/14
15	06/28/14	07/11/14	07/14/14	07/25/14
16	07/12/14	07/25/14	07/28/14	08/08/14
17	07/26/14	08/08/14	08/11/14	08/22/14
18	08/09/14	08/22/14	08/25/14	09/05/14
19	08/23/14	09/05/14	09/08/14	09/19/14
20	09/06/14	09/19/14	09/22/14	10/03/14
21	09/20/14	10/03/14	10/06/14	10/17/14
22	10/04/14	10/17/14	10/20/14	10/31/14
23	10/18/14	10/31/14	11/03/14	11/14/14
24	11/01/14	11/14/14	11/17/14	11/28/14
25	11/15/14	11/28/14	12/01/14	12/12/14
26	11/29/14	12/12/14	12/15/14	12/26/14

All timesheets must include the student's name, ID number, and dates worked. All timesheets must be signed by both the student and their supervisor. Any timesheets missing these items will not be processed and will be returned to the supervisor. Supervisors must calculate and verify all time worked on all timesheets.

Any timesheets received after the due date will be processed for the next payroll (if complete). There will be no exceptions.

All students are eligible for direct deposit of their pay. Direct deposit forms are available in the Payroll Office, Admin. 2nd Floor.

Any questions regarding payment discrepancies and/or lost, missing or stolen pay checks, should be directed to the Payroll Department x73170.

All student pay checks and direct deposit advices are mailed.

For information on Online Timesheets please see the Online Student Timesheets *Getting Started* link at <http://www.kean.edu/humanresources.html>