

UWT Student Stipend Appointment

Date:

Supervisory Org Name/Code:

Supervisor Name:

Working Title:

Student Name:

Student ID Number:

Citizenship:

Job profile: ☐ Undergrad stipend ☐ Graduate Stipend w/o benefits ☐ Grad Stipend w/ benefits

Appointment Period (start/end dates): [Note: Best practices: appointments should align with pay periods.]

Total Payment for entire appointment period: \$

Frequency of payment (i.e., every pay period, quarterly, one-time payment at end of training period):

Amount per payment: [Note: Stipends are not pro-rated; the entire amount is paid for partial pay periods.]

Costing Allocation for payments (budget number):

Essential Service Statement:

- Explain how the stipend appointment provides essential services and significantly contributes to achieving the University's mission.
- Clearly state how the unit will ensure they remain within budget while compensating this appointment.

☐ By checking this box, the hiring manager/supervisor confirms they shared the essential services statement with the designee for their unit and the designee gave their written approval to move forward with this request.

Explain how this appointment meets the eligibility criteria for a stipend. Describe the training program and benefits provided to the student, including activities that the student is required to participate in: For important information: <https://employeehelp.workday.uw.edu/your-pay-taxes/stipend-payments-explanation/>

Trainee/Learner criteria:

1. The training, even though it includes actual operation of the employers facilities, is similar to training that would be given in a vocational school.
2. The training is for the benefit of the student.
3. The student does not displace regular employees, but works under the close observation of a regular employee.
4. The employer provides the training and derives no immediate advantage from the activities of the student. Occasionally, the operations may actually be impeded by the training.
5. The student is not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the student understand that the student is not entitled to wages for the time spent training.