

**University of Alberta**  
**Department of Electrical and Computer Engineering**  
**Payment Instruction/Information Form**

\*\*\*Payroll Deadline is the 5th day of every month or  
the Friday before should the 5th fall on the weekend.\*\*\*

Supervisor: Please fill out the form (ONE FORM PER PERSON) for new appointments, payment renewals, account changes or rate changes.

If paying from more than one account, use one line for each different account and amount. To avoid confusion please state the amount to be paid as a monthly rate.

Can NOT be used for payment of Graduate Students RA - please use the designate form for RA payments

**Date of Request:**

**Employee/Student Name:**

**ID#:**

**Payment Type: Choose one of the following:**

**Category: Choose one of the following:**

**Start Date:**

**End Date:**

**Speed Code(s):**

**Monthly Salary:**

**Research Project Name(s):**

**Duties** (must be provided for all Tri-Council Accounts)

**Supervisor:**

.....**Signature:**

**PI Holder:**

.....**Signature:**

Received: