

## Payment Instructions/ Information Form

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

**All fields need to be completed – incomplete forms will be returned.**

If paying from more than one account, use one line for each different account and amount. Please turn in completed forms to the Department Payroll Office 9-365 Donadeo ICE Building with a signature or submit electronically to [cmepay@ualberta.ca](mailto:cmepay@ualberta.ca) at least one month before affected dates.

Date of Request:

Employee/Student Name:

ID#:

Supervisor Name:

Payment Type:

Category:

Job Title:

Job Duties:

Start Date:

End Date:

Speed Code/s:

Research Project Name:

Amount to be paid:

Signature of Account Holder: \_\_\_\_\_