

HDR scholarship commencement

Please complete and scan this form and send it to: hdrac.scholarships@sydney.edu.au

SECTION 1: STUDENT TO COMPLETE

Name	
Student ID number	
Payroll ID number (if known)	
Student Type	Domestic International
Candidature start date <i>Date you enrolled in Sydney Student for your current degree with the University)</i>	
Degree	
Attendance	Full-time Part-time
Faculty	
School, department or discipline	
Name of scholarship(s)	
I confirm that I have entered and saved my current bank account details in Sydney Student <i>Note: Subsequent changes to bank account details must be made via myHRonline</i>	<input type="checkbox"/> Tick to confirm
Student's signature	
Date	

SECTION 2: SUPERVISOR TO COMPLETE

I confirm that the student is formally enrolled and has commenced research in the above degree <i>Note: Scholarship payments cannot commence before the candidate's formal candidature start-date and cannot be back-dated to a date prior to the formal candidature start-date. Usual Start dates are 1 January, 1 March, 1 July and 1 October or other</i>	<input type="checkbox"/> Tick to confirm
Scholarship stipend payments to commence on... (see date options above)	
Supervisor's name	
Supervisor's signature	
Date	

SECTION 3: OFFICE USE

Degree duration	Attendance FT or PT	RTS consumed	Advanced standing	Scholarship tenure	Non-est or top-up ext	ID check

Job #	Start	End	Position No	Class	Increment	Allowance type SCNR/SCN/SCX	Rate
	/ /	/ /			/ /		
	/ /	/ /			/ /		
	RC	PC	AC	Comment			
Data checked	Entered on Sydney Student						

Information about higher degree by research (HDR) scholarship payments in 2019

Keep this information for your reference

How are scholarship stipend payments made?

Scholarship stipends are paid fortnightly, in arrears, via the University Payroll on alternate Thursdays. Please see the cut-off dates included on the page below.

Payments are deposited into the student's nominated Australian bank account.

How do I commence my scholarship payments?

You must first commence and then submit your fully completed commencement form and any associated documents to the Higher Degree by Research Administration Centre (HDRAC) by the relevant payroll cut-off date (see below). Please refer to your scholarship offer letter for details of what you must submit.

When are the payroll cut-off dates?

Please submit your completed and fully signed form the Higher Degree by Research Administration Centre (HDRAC) as soon as possible once you have commenced your research. Payroll normally cuts off on the **Monday (5:00pm) of the week prior to the payday**. However, in extremely busy periods, e.g. during March and July, your payment cannot be guaranteed to be processed in time for the next pay day.

Can scholarships be paid in advance of/after the payday?

No. If you have missed the payroll cut-off then your payment cannot be made until the next pay period. If you are in financial difficulties you may be eligible for a student loan. Please call Student Services for financial assistance http://sydney.edu.au/stuserv/financial_assistance_office/

How much will I receive in my first payment?

If your scholarship commences in the middle of the current pay period you will receive a partial fortnight's payment on payday. If your scholarship commencement date is prior to the start of the current pay period you will receive a back payment.

What is my Payroll ID number?

The University payroll system assigns each payee a 7-digit Payroll ID number. If you have not previously received payment from the University Payroll, you will be assigned a Payroll ID number which can be found on your payslip. Previous or current employees or scholarship holders who have already been assigned a Payroll ID number should provide this number on the *Scholarships Commencement Form*.

Can I obtain a payslip?

Yes. Payslips are electronic and can be accessed through myHRonline (see the Quick links section at <http://sydney.edu.au/staff/>). You will need to login using your UniKey and password.

How do I change my address and other contact details?

If you change your address or other contact details, you will need to update your details in both your Sydney Student portal and on myHRonline. It is imperative that you change both records, as changes made in Sydney Student only will not update your record on the University's payroll system.

How do I change my bank account details?

To change your bank account details login to myHRonline using your UniKey and Password. If you have any problems logging into myHRonline, contact the ICT Helpdesk on 9351 6000 (or x16000 from internal phones). **IMPORTANT:** This process will only update the account used for scholarship payments made through the payroll, you also need to update these details in the My Finance section of the Sydney Student portal.

I haven't received the scholarship payment that I was expecting. Who do I contact?

Contact the Higher Degree by Research Administration Centre (HDRAC) at hdrac.scholarships@sydney.edu.au

Pay dates in 2019

	Pay period	Pay day (Alternative Thursdays)
1	21 December 2018 - 3 January 2019	3 January 2019
2	4 January - 17 January 2019	17 January 2019
3	18 January – 31 January 2019	31 January 2019
4	1 February - 14 February 2019	14 February 2019
5	15 February – 28 February 2019	28 February 2019
6	1 March - 14 March 2019	14 March 2019
7	15 March - 28 March 2019	28 March 2019
8	29 March - 11 April 2019	11 April 2019
9	12 April - 25 April 2019	25 April 2019
10	26 April - 9 May 2019	9 May 2019
11	10 May - 23 May 2019	23 May 2019
12	24 May - 6 June 2019	6 June 2019
13	7 June - 20 June 2019	20 June 2019
14	21 June – 4 July 2019	4 July 2019
15	5 July - 18 July 2019	18 July 2019
16	19 July - 1 August 2019	1 August 2019
17	2 August - 15 August 2019	15 August 2019
18	16 August - 29 August 2019	29 August 2019
19	30 August - 12 September 2019	12 September 2019
20	13 September - 26 September 2019	26 September 2019
21	27 September - 10 October 2019	10 October 2019
22	11 October - 24 October 2019	24 October 2019
23	25 October - 7 November 2019	7 November 2019
24	8 November - 21 November 2019	21 November 2019
25	22 November - 5 December 2019	5 December 2019
26	6 December - 19 December 2019	19 December 2019

Contact us:

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 The University of Sydney NSW 2006
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