Department of Anthropology | Stanford University
Department of Anthropology, Request to Fund Matriculating/Non-matriculating Graduate Student

STUDENT INFORMATION

Student Name	SUID#
Email	Cellular Telephone
Faculty Advisor	Department Track
PhD Degree Program/PhD Minor (if any)	Department/Program
MA Degree Program	Department/Program
BA Degree Program	Department/Program

Retroactive Change: ☐ yes ☐ no

If yes, attach Transfer Justification Form (http://fingate.stanford.edu/staff/fundsmgmt/quick_steps/request_fund_transfer.html), if applicable; or, attach a copy of the PS Webforms (GFS) Off Cycle Check Request

Indicate Requested Actions:

HR/Staff Employee (hourly time sheet)	**Graduate Student (GFS)**
☐ % of FTE Effort	☐ Grad Student Quarterly Stipend
☐ Salary Interval	☐ Postdoc Monthly Stipend
☐ semi-monthly ☐ monthly ☐ hourly ☐ 1XP	☐ Grad Student / Postdoc Salary (includes tuition unless noted below in remarks)
☐ Termination	
☐ PTA Change	☐ Grad Student / Postdoc Fellowship Supp.
☐ Other (explain in remarks)	☐ Salary Supp. ☐ Stipend Supp.
	☐ Grad Student / Postdoc Health Insurance (unrestricted)
	☐ Visiting Student Researcher

Department of Anthropology, School of Humanities and Sciences, Stanford University version 09/03/2013

FINANCE

PTA: _____

Direct Cost:_____

Fund Expiration:_____

Percent of PTA to be charged:_____

Account Restrictions:_____

Verification of Commitment:_____

PTA End:_____

PTA Start:_____

PAYROLL

Total Number of Pay Periods:_____

Payroll Pay Period Start:_____

Payroll Pay Period End:_____

Total Amount to be charged:_____

Gross Amount per Pay Period:_____

Annual Salary:_____

GRADUATE FINANCIAL SYSTEM

GFS Aid year:_____

GFS Salary Start date:_____

GFS Salary Stop Date:_____

GFS Fellow ship Start Date:_____

GFS Fellow ship Stop Date:_____

FINANCE

PTA: _____

Direct Cost:_____

Fund Expiration:_____

Percent of PTA to be charged:_____

Account Restrictions:_____

Verification of Commitment:_____

PTA End:_____

PTA Start:_____

PAYROLL

Total Number of Pay Periods:_____

Payroll Pay Period Start:_____

Payroll Pay Period End:_____

Total Amount to be charged:_____

Gross Amount per Pay Period:_____

Annual Salary:_____

GRADUATE FINANCIAL SYSTEM

GFS Aid year:_____

GFS Salary Start date:_____

GFS Salary Stop Date:_____

GFS Fellow ship Start Date:_____

GFS Fellow ship Stop Date:_____

FINANCE

PTA: _____

Direct Cost:_____

Fund Expiration:_____

Percent of PTA to be charged:_____

Account Restrictions:_____

Verification of Commitment:_____

PTA End:_____

PTA Start:_____

PAYROLL

Total Number of Pay Periods:_____

Payroll Pay Period Start:_____

Payroll Pay Period End:_____

Total Amount to be charged:_____

Gross Amount per Pay Period:_____

Annual Salary:_____

GRADUATE FINANCIAL SYSTEM

GFS Aid year:_____

GFS Salary Start date:_____

GFS Salary Stop Date:_____

GFS Fellow ship Start Date:_____

GFS Fellow ship Stop Date:_____

Remarks:

Principal Investigator - Signature for effort on project	Printed Name		Date
Graduate Student Officer - Signature for processing	Printed Name		Date
Finance Manager - Signature for fund availability	Printed Name		Date

-Matriculating Graduate Student, GFS Annual Dates: Autumn Quarter is 10/1 – 12/31, Winter Quarter is 1/1 – 3/31, Spring Quarter is 4/1 – 6/30, Summer Quarter is 7/1 – 9/30

-Total % should equal 100%; % FTE effort is the % hired (i.e. part time 75%; full time 100%, etc)

-Postdocs and Non-matriculating graduate student fellowship payments,
http://fingate.stanford.edu/staff/payadmin/adminPay_postdoc.html and
http://fingate.stanford.edu/staff/payadmin/res_jobaid/postdoc_deadline.html

-Student Commitments, http://fingate.stanford.edu/staff/supptstudents/commit_students.html