

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 <input checked="" type="radio"/>
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>	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
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 2023

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 WorkDay (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 2023

Pay window	Payday
30 December 2022 to 12 January 2023	Thursday 12 January 2023
13 January 2023 to 26 January 2023	Thursday 26 January 2023
27 January 2023 to 9 February 2023	Thursday 9 February 2023
10 February 2023 to 23 February 2023	Thursday 23 February 2023
24 February 2023 to 9 March 2023	Thursday 9 March 2023
10 March 2023 to 23 March 2023	Thursday 23 March 2023
24 March 2023 to 6 April 2023	Thursday 6 April 2023
7 April 2023 to 20 April 2023	Thursday 20 April 2023
21 April 2023 to 4 May 2023	Thursday 4 May 2023
5 May 2023 to 18 May 2023	Thursday 18 May 2023
19 May 2023 to 1 June 2023	Thursday 1 June 2023
2 June 2023 to 15 June 2023	Thursday 15 June 2023
16 June 2023 to 29 June 2023	Thursday 29 June 2023
30 June 2023 to 13 July 2023	Thursday 13 July 2023
14 July 2023 to 27 July 2023	Thursday 27 July 2023
28 July 2023 to 10 August 2023	Thursday 10 August 2023
11 August 2023 to 24 August 2023	Thursday 24 August 2023
25 August 2023 to 7 September 2023	Thursday 7 September 2023
8 September 2023 to 21 September 2023	Thursday 21 September 2023
22 September 2023 to 5 October 2023	Thursday 5 October 2023
6 October 2023 to 19 October 2023	Thursday 19 October 2023
20 October 2023 to 2 November 2023	Thursday 2 November 2023
3 November 2023 to 16 November 2023	Thursday 16 November 2023
17 November 2023 to 30 November 2023	Thursday 30 November 2023
1 December 2023 to 14 December 2023	Thursday 14 December 2023
15 December 2023 to 28 December 2023	Thursday 28 December 2023

Contact us:

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Telephone +61 2 8627 4343
Email: hdrac.scholarships@sydney.edu.au