

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 2022

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 2022

Pay window	Payday
31 December 2021 to 13 January 2022	Thursday, 13 January 2022
14 January 2022 to 27 January 2022	Thursday, 27 January 2022
28 January 2022 to 10 February 2022	Thursday, 10 February 2022
11 February 2022 to 24 February 2022	Thursday, 24 February 2022
25 February 2022 to 10 March 2022	Thursday, 10 March 2022
11 March 2022 to 24 March 2022	Thursday, 24 March 2022
25 March 2022 to 7 April 2022	Thursday, 7 April 2022
8 April 2022 to 21 April 2022	Thursday, 21 April 2022
22 April 2022 to 5 May 2022	Thursday, 5 May 2022
6 May 2022 to 19 May 2022	Thursday, 19 May 2022
20 May 2022 to 2 June 2022	Thursday, 2 June 2022
3 June 2022 to 16 June 2022	Thursday, 16 June 2022
17 June 2022 to 30 June 2022	Thursday, 30 June 2022
1 July 2022 to 14 July 2022	Thursday, 14 July 2022
15 July 2022 to 28 July 2022	Thursday, 28 July 2022
29 July 2022 to 11 August 2022	Thursday, 11 August 2022
12 August 2022 to 25 August 2022	Thursday, 25 August 2022
26 August 2022 to 8 September 2022	Thursday, 8 September 2022
9 September 2022 to 22 September 2022	Thursday, 22 September 2022
23 September 2022 to 6 October 2022	Thursday, 6 October 2022
7 October 2022 to 20 October 2022	Thursday, 20 October 2022
21 October 2022 to 3 November 2022	Thursday, 3 November 2022
4 November 2022 to 17 November 2022	Thursday, 17 November 2022
18 November 2022 to 1 December 2022	Thursday, 1 December 2022
2 December 2022 to 15 December 2022	Thursday, 15 December 2022
16 December 2022 to 29 December 2022	Thursday, 29 December 2022

Contact us:

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The University of Sydney NSW 2006
Telephone +61 2 8627 4343
Email: hdrac.scholarships@sydney.edu.au