

# HDR scholarship commencement

Please complete and scan this form and send it to: [hdrac.scholarships@sydney.edu.au](mailto: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
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 2020

*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 from 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/](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](mailto:hdrac.scholarships@sydney.edu.au)

## Pay dates in 2020

	Pay period	Pay day (Alternative Thursdays)
1	22 December 2019 - 2 January 2020	2 January 2020
2	3 January - 16 January 2020	16 January 2020
3	17 January – 30 January 2020	30 January 2020
4	31 January - 13 February 2020	13 February 2020
5	14 February – 27 February 2020	27 February 2020
6	28 February - 12 March 2020	12 March 2020
7	13 March - 26 March 2020	26 March 2020
8	27 March - 19 April 2020	9 April 2020
9	10 April - 23 April 2020	23 April 2020
10	24 April - 7 May 2020	7 May 2020
11	8 May - 21 May 2020	21 May 2020
12	22 May - 4 June 2020	4 June 2020
13	5 June - 28 June 2020	18 June 2020
14	29 June – 2 July 2020	2 July 2020
15	3 July - 16 July 2020	16 July 2020
16	17 July - 30 July 2020	30 July 2020
17	31 July - 13 August 2020	13 August 2020
18	14 August - 27 August 2020	27 August 2020
19	28 August - 10 September 2020	10 September 2020
20	11 September - 24 September 2020	24 September 2020
21	25 September - 8 October 2020	8 October 2020
22	9 October - 22 October 2020	22 October 2020
23	23 October - 5 November 2020	5 November 2020
24	6 November - 19 November 2020	19 November 2020
25	20 November - 3 December 2020	3 December 2020
26	4 December - 17 December 2020	17 December 2020
27	18 December - 31 December 2020	31 December 2020

### Contact us:

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 Telephone +61 2 8627 4343  
 Email: [hdrac.scholarships@sydney.edu.au](mailto:hdrac.scholarships@sydney.edu.au)