

**Form 3503 FR.25****Professional School Student Payment Form***Revised 8/17/2017*

- New Appointment
- Update
- Terminate Payment

Effective Date

 DD MON YYYY

Use this form for payments to professional school students who are not paid on an hourly basis and who are not doing FAS teaching. Submit form to Employee Services at employee.services@yale.edu or at 221 Whitney Avenue.

Personal Data			
Last Name:		First Name:	
		M.I.:	
UPI #:		Birth Date (DD-MON-YYYY):	
Professional School:			

Payment Data					
Line #	Earnings Type (check all that apply)	Term Start Date (DD-MON-YYYY)	Term End Date (DD-MON-YYYY)	Semi-Monthly Amount	Total Stipend Amount
1	<input type="checkbox"/> Graduate Student Stipend				
2	<input type="checkbox"/> Student Teaching Assistant				
3	<input type="checkbox"/> Research Assistant				
4	<input type="checkbox"/> Other Student Earning				

Payment Data – Charging Instructions										
Line #	Company	Yale Designated	Grant	Gift	Cost Center	Program	Project	Fund	Assignee	Percent or Dollar Amount
1										
2										
3										
4										

Payment & Routing					
Payment Delivery Options (choose one):					
<input type="checkbox"/> Direct Deposit					
<input type="checkbox"/> Deliver to Campus Location:		Campus Address:		Mail Code:	
<input type="checkbox"/> Mail to:		<input type="checkbox"/> Home Address in HR Database			
		<input type="checkbox"/> Alternate Mailing Address:			
		Street and #:		City / Town:	
		State:		Zip Code:	

Authorizations			
Name:		Title:	
Signature:		Date:	
Name:		Title:	
Signature:		Date:	

Preparer Information	
Preparer Name:	Phone Number:

Payroll Use Only	
Date Received:	Date Processed:

For more information, please refer to Procedure [3503 PR.25](#) *Payment to Professional School Students for Non-Hourly Work.*

Questions? Contact employee.services@yale.edu