**Stipend is above annual stipend rate**

“UW-Madison is on a biweekly pay schedule. Because your appointment start and end dates do not align exactly with the biweekly pay schedule, your biweekly stipend payments will result in an overpayment that needs to be adjusted. This is necessary to pay the stipend amount required by the sponsor (SPONSOR NAME), which is $AMOUNT. You will see a negative adjustment of -$AMOUNT on each biweekly earnings statement [“starting with your second paycheck” OR “starting on XX date”], which will ensure that your total stipend at the end of your appointment will equal $AMOUNT. The total stipend amount is subject to change in the event of an early termination.

If you intend to terminate your appointment before the end date, there could be negative impacts to your stipend and health insurance. To avoid this, please contact your department administrator as soon as your end date has been determined. Advance notice must be provided at least two weeks in advance of the early termination date.

Please sign below to indicate your understanding of stipend payments.”

**Stipend is below annual stipend rate**

“UW-Madison is on a biweekly pay schedule. The total stipend that you will receive, as required by the sponsor and over the course of your appointment, is $AMOUNT. Because your appointment start and end dates do not align exactly with the biweekly pay schedule, you will receive a lump sum payment of $AMOUNT at the end of your appointment period. This is necessary to pay the stipend amount required by the sponsor, which is $AMOUNT. The total stipend amount is subject to change in the event of an early termination.

If you intend to terminate your appointment before the end date, there could be negative impacts to your stipend and health insurance. To avoid this, please contact your department administrator as soon as your end date has been determined. Advance notice must be provided at least two weeks in advance of the early termination date.

Please sign below to indicate your understanding of stipend payments.”

**Stipend matches annual stipend rate**

“UW-Madison is on a biweekly pay schedule. The total stipend that you will receive, as required by the sponsor and over the course of your appointment, is $AMOUNT. The total stipend amount is subject to change in the event of an early termination.

If you intend to terminate your appointment before the end date, there could be negative impacts to your stipend and health insurance. To avoid this, please contact your department administrator as soon as your end date has been determined. Advance notice must be provided at least two weeks in advance of the early termination date.

Please sign below to indicate your understanding of stipend payments.”