## **Procedure for Paying Students at HU**



The procedures for receiving payment as a student for participation in education and research activities at HU are detailed below. The student should always be asked when, from whom, and for what kind of work they receive payment.

hours worked should be logged.

## When explaining to students, please give them a copy of this document "Procedure for Paying Students at HU".

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	Before the Activity	During the Activity	After the Activity Takes Place		Payment
	(Faculty member →Students)	(Students)			(HU)
	/Students)	(Students)	(Faculty member→Students)	(Third party)	(10)
Travel Expenses	Confirmation, Approval	Business Trip	Business Trip Report	Confirmation of Details	Payment (via transfer)
	Upon confirming the business details and itinerary with the person who requested it (faculty member), the student approves the plan	The trip takes place based on the approved plan	A business trip report detailing the trip as it happened is composed	An accounting assistant from the nearest office confirms the details of the trip	Travel expenses are transferred from HU to the student based on the business trip report
	The <b>student</b> who traveled should bring the business trip report directly to the nearest office				
	Confirmation, Approval	Execution of Task	Confirm Completion of Task	Confirmation of Details	Payment (via transfer)
Reward A reward similar to that of a salary is used as an example	Upon confirming the work details and hours with the person who requested it (faculty member), the student approves the plan	The work goes ahead based on the approved plan	In order to confirm the completion of the task, the student has the person who requested it (faculty member) sign the task report	An accounting assistant from the nearest office confirms the details of the work	A reward is transferred from HU to the student based on the task report
	Receive an estimate and report for honorarium (task report) from the client or the nearest office	um (task report) from worked should be logged in the task report under task report directly to the nearest office			
<b>Salary</b> (TA, RA)	Confirmation, Approval	Execution of Task	Confirm Completion of Task	Confirmation of Details	Payment (via transfer)
	Upon confirming the work details and hours with the faculty member who requested it (for TA's - the faculty member in charge of lessons, and for RA's - the academic advisor), the student approves the plan	The teaching or research assistant work goes ahead based on the approved plan	Receive confirmation from the faculty member that the work has been completed based on their instructions	After completing the work each month, enter the total number of days, total number of hours, and signature in the attendance log kept in the office.	Salary is transferred from HU to the student based on the attendance log
	Each time the work is undertaken, the part-time staff payment record (attendance log), which is kept in the office, should be signed and the				