



Oct 27, 2020

Rhode Island School of Design
Providence, Rhode Island 02903

On behalf of the Board of Trustees, I am pleased to offer you an appointment for this graduate assistantship.

Assignment Description	Total Amount	Start Date	End Date	Activity
	\$3 500 00	Jan 11 2021	Feb 12 2021	GRAD FAC RECORD Graduate Faculty of Record

If you have not done so already, set up Direct Deposit in Workday: click on the Pay icon, select Payment elections and add your banking info.

In order to be paid you must:

- 1) click the submit button
- 2) complete your federal paperwork if this is your first time working on campus or if you have returned to school after an extended leave of absence, and
- 3) start your job

Provided you have done all of the above, you will be paid in equal monthly amounts for the duration of your job on the 20th of each month. However, if you complete your federal paperwork or accept your contract after the first week of the month your first payment will take place the following month. You will receive the same total stipend in fewer but larger payments.

Sincerely,

Daniel Cavicchi, Vice Provost