

Guideline to Part-Time Work Assistant Claim System (For Postgraduate students)

Note

The students are to submit their claim within two month from the date of job done.
Please consolidate and submit one claim per month basis.

Procedure

1. Log-in to your StudentLink account and access “Part Time Work Student Assistant Claims”



- For **first time claimant** or **modification required to existing GIRO account with NTU**, please make sure you have submitted GIRO form to NSS FIN, at least 7-working days before attempt to submit claim in system.
This is to allow NSS FIN to create/update your GIRO account with NTU.
Claim system will prevent student from submitting claim without the GIRO account.
If you have already done so, click on the “here” link to verify the bank details before proceed to create new claim.

i If you are submitting the Student Assistant Claim for the first time
or if you would like the Student Assistant claim to be credited to a different bank account,
please click [here](#) to verify bank details.

- Click on 'Create New Claims'

Select an option:

[Create New Claims](#)

[Edit/Submit Claims](#) (0 pending claims)

[Query Claims](#)

- There will be no job number assigned by School.
Please click on "Click here if job is not found"

Title of Work Done : [Click here if job is not found](#)

Rate/Hour : S\$

Start Date :

End Date :

School/Department :

No.(s)	Date (DD-MM-YYYY)	Start Time (24hr)		End Time (24hr)		Meal Deduction
		Hour	Min	Hour	Min	Min
1		00	00	24	00	00
2		00	00	24	00	00
3		00	00	24	00	00
4		00	00	24	00	00
5		00	00	24	00	00
6		00	00	24	00	00
7		00	00	24	00	00
8		00	00	24	00	00
9		00	00	24	00	00
10		00	00	24	00	00

- Enter the date, working time and meal (if any) in timesheet
A break of 45-60min is advisable if the student has worked for six hours or more consecutively.
- Click "Next"
- Select Ms Hong Bee Kuen as your supervisor.
- Click on "Save" if you have not completed the timesheet or
Click on "Submit" if you completed the timesheet and is ready for submission.

School of Art, Design and Media

GIRO Form

For **first time claimant** or **modification required to existing GIRO account with NTU**

All payments to student shall be made via GIRO.

This GIRO form is different from the Interbank GIRO form completed for fees payment to NTU.

Note:

- Student must be the account holder.
- Part I of the form must be completed.
- Part II of the form must be certified by student's designated bank.
- Incomplete will delay the processing time in account creation with NTU.

Student may submit the complete form to

Option 1

NSS Finance

Student Services Centre, Level 5

Attn: Cindy Goh

Option 2

School of Art, Design and Media (ADM)

Chair Office Area, Level 3

Attn: Clara Tew

Please give NSS FIN a processing time of 7 working days to create or modify your account.

For option 2, please give additional 2-3 working days due to mail transition from ADM to NSS FIN.

This form is applicable to the Student of Nanyang Technological University and is the "Account Holder" designated below. Payment would be credited directly into the student's designated bank account stated below. The student has to complete Part I of the form and obtain his banker's certification in Part II. Any alteration must be initialed by the authorised signatory. This entire form and your reimbursement claim form must be returned to:

Nanyang Technological University
NTU Shared Services
Level 5, Student Services Centre (SSC)
42 Nanyang Avenue
Singapore 639815

Strictly for PTSA Work Assistant

PART 1 (To be completed by Student)

Student's Name and Address

Mr / Ms

Student's NRIC No / _____

FIN No (For Foreigner)

Matric No : _____

Contact No : _____

E-mail Add : _____

(NTU's Intranet Account)

Particulars of bank account

(Bank No. & Branch No. can be found at the bottom of your bank cheque)

Bank No.	Branch No.	Account No.

Swift BIC.

Name of Account Holder

I hereby authorise Nanyang Technological University to credit payments to me to the above account.
 Amounts so credited would constitute valid discharge of obligations due to me.

This authorisation shall continue to be in force until I have expressly revoked it by notice in writing delivered to you.

In the event of a change of bank account, I shall inform you in writing 30 days in advance before the change.

 Date

 Authorised Signature of the Account
 Holder (as in bank's record)

PART II (To be completed by Student's Bank specified above)

To: Nanyang Technological University

We hereby certify that the signature affixed in Part I above is/are consistent with our records and the particulars of the account are correct.

 Name of Bank & Official Stamp

 Authorised Signature & Date