Stipend Approval

Unapproved Stipend

- Pending Stipends screen is where you will find all your pending submissions waiting your approval.

Approve/Reject Stipend:

1. Click on the name of the employee you want to approve.
2. Select the stipend you would like to approve/reject by clicking the check box next to the date of service.
   a. You can select all trips by clicking the Select All check box.
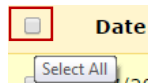
   b. If you need to reject a stipend, a denial reason is required for all stipends being rejected.
3. If approving:
   a. Choose the account number you would like to charge the stipend to.
   b. Click the Approve button.
4. If Rejecting:
   a. Make sure you have a Denial Reason for all stipends being rejected.
      i. Make sure to use the copy feature to set a denial reason for multiple stipends

   b. Click the Deny button.

Stipend History

- History screen allows you to view the history of all stipends that have been submitted to you for approval. From here you can change account numbers or reject previously approved submissions until payroll has run. All transactions for the time period of the payroll run are locked and can no longer be edited.

Change Account Number:

1. Click on the name of the employee you want to edit the approval for.
2. Select the stipend(s) you would like to change by clicking on the checkbox next to the date of service.
3. Select the account number to be charged.

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4. Click the Update Approval button. ✅

Reject Previously Approved:

1. Click on the name of the employee you want to edit the approval for.
2. Select the stipend you would like to change by clicking on the checkbox next to the date of service.
3. Provide a Denial Reason for all stipends being changed.
4. Click the Deny Button. ❌

Reports

1. Click on the report you would like to run.
2. Fill out all pertinent selection criteria.
3. Choose the desired output type.
4. Click Submit.