




Stipend Entry

1. If your security allows, choose a Payee. Otherwise move on to step 2.
2. Select an approval group. This determines who the stipend request is sent to for approval.
3. Enter Date of Service.
4. Choose a stipend code.
5. Enter a description or reason for the stipend.
6. Enter the number of hours, events or dollar amount for the stipend in the box for “Hours,Events, or Amount”.
7. You can add any pertinent notes that apply to the stipend payment being requested. **This field is optional if not using code 3142.**
 - a. If using code 3142 Staff Substitute Coverage you must enter the following in notes:
 - i. The School the sub was for.
 - ii. Employee Subbed for.
 - iii. The Reason code. See the reason codes below.
 - iv. List 1 of 1, 1 of 2, etc.
 - b. A maximum of \$150.00 a day may be paid to one individual or distributed among multiple individuals for covering one employee’s absence.
 - c. Nurses may be paid \$30.00 for an onsite visit to a partner nurse’s school in their absence.
8. If you security allows choose an account number that the stipend should be paid from. Otherwise move on to step 9. (This step only applies to the Group Entry security role)
9. If you have more than one stipend to enter, click on the add button  and repeat steps 1-8.
10. Once all stipends are entered, submit them for approval by clicking the submit button. 


Stipend Requests

- View a history of all submitted stipend requests. Stipends can be updated before payroll has run.

Edit Stipend:

1. Update any information that may have been incorrectly submitted.
2. Click on the save button for the stipend that was updated. 
 - a. The approval group for the individual stipend that was updated was notified to re-approve your request.

Delete Stipend:

Any stipend request can be deleted before payroll has run. To delete a request, simply click the delete button for the request in question. 



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.

Note – Employee Subbed For and Reason Code must be entered to the Notes field when using hour code 3142.

Hour Code 3142 Staff Substitute Coverage

<u>Reason Code</u>	<u>Description</u>	<u>Reason Code</u>	<u>Description</u>
1	Illness	2	Bereavement
3	Athletic Activity	4	Field Trip
5	Computer Learning Associate(Elementary CLA)	6	International Language Associate (Elementary ILA)
7	Professional Meeting(Explanation Required)	8	Other (Explanation Required)