



# SH Staff Stipend

**Step 1**

Define Employee, Query Date, and Approval Category

**Notes**

**Query Date** = pay period start date  
**Approval Category** = DEFAULT "SH Staff Stipends"

**Step 2**

Job Selection

SH Stipends are paid as an additional sum attached to the employee's primary position. In the Job Selection Screen, select the employee's primary position under **Existing Jobs**.

**Step 3**

Enter Main Job Information

**Default Earnings**

Current						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift End Date	MM/DD/YYYY
04/21/2008	RSH, Regular Stipend	1.0		500.00	1	
	Not Selected				1	
	Not Selected				1	
	Not Selected				1	

Default Earnings screen appears.

**Job Begin Date** is always the start date of a pay period.

Select RSH, Regular Stipend, to reflect stipend payment under **Earnings**.

Enter 1.0 under **Hours or Units Per Pay** regardless of the number of stipend payments to be made.

Enter the amount the employee is to receive *per pay period* in the **Special Rate** field.

Leave all other data fields BLANK.

**Step 4**

Confirm or Revise FOAP

FOAP must match Position Number (Step 1). If the stipend is to be charged to another FOAP, indicate the new FOAP in **Comments** (Step 5).

**Step 5** Define Approval Routing Queue

**Step 6**

Add Comments

Indicate stipend amount and pay schedule. Also include FOAP to where stipend should be charged.

*Example "Stipend for additional work performed outside of campus. To be paid over two pay periods: 6/6/2008 – 7/20/2008 and 7/21/2008 – 8/5/2008 (\$250 / pay period). Charge to FOAP 11000-123456-654321-1600."*

For instructions on SM or MO Stipend Assignments, refer to Appendix document titled *Assignments*.