



Add Payroll Stipend Mid Year

Finance > HR > Staff Manager

If an employee is hired later on in the year and should receive a stipend, there are a couple ways to address this payment.



Adding a Payroll Stipend

Click  next to the employee that is to receive the payroll stipend

Staff Manager + Add/Find Staff

Page Size: 10 Filter: Active Staff

Local ID	SSN	Name	Employment Status	Facility	Actions
005476	X00-00-5476	Aamodt, Catrina	1379 - Contractual	Facility 2	
000181	X00-00-0181	Ambuehl, Howard	1385 - Non-contractual	Facility 10	
000097	X00-00-0097	Anastasia, Oretha	1379 - Contractual	Facility 2	
000113	X00-00-0113	Arabian, Shondra	1379 - Contractual	Facility 2	
000186	X00-00-0186	Artinger, Ailene	1378 - Probationary	Facility 10	
009438	X00-00-9438	Auten, Benedict	1380 - Substitute/temporary	Facility 4	
008624	X00-00-8624	Averhart, Michel	1380 - Substitute/temporary	Facility 2	
009404	X00-00-9404	Avino, Maira	1378 - Probationary	Facility 1	
000233	X00-00-0233	Azoulay, Cristopher	1385 - Non-contractual	Facility 10	
008997	X00-00-8997	Bahde, Justa	1379 - Contractual	Facility 1	

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Click the  **3 Positions(s)**

Demographics Payroll HR Info Leave Contact Info Certifications Documents Reports Return to list

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Employment Contracts + Add Contract

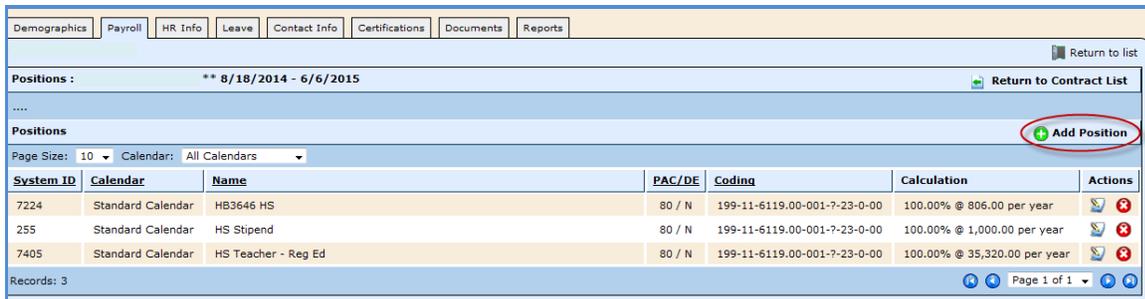
Page Size: 10 Period: Current Period District: All Districts Filter: Active Contracts

System ID	Period	District	Contract Dates	Days	% of Day	Positions	Actions
5228	2014-2015		8/18/2014 - 6/6/2015	187	100%	 3 Position(s)	

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These are the current positions the employee has. There may be more or less.

Click  **Add Position**



Demographics | Payroll | HR Info | Leave | Contact Info | Certifications | Documents | Reports

Positions : ** 8/18/2014 - 6/6/2015 Return to list

Return to Contract List

Positions + Add Position

Page Size: 10 | Calendar: All Calendars

System ID	Calendar	Name	PAC/DE	Coding	Calculation	Actions
7224	Standard Calendar	HB3646 HS	80 / N	199-11-6119.00-001-7-23-0-00	100.00% @ 806.00 per year	
255	Standard Calendar	HS Stipend	80 / N	199-11-6119.00-001-7-23-0-00	100.00% @ 1,000.00 per year	
7405	Standard Calendar	HS Teacher - Reg Ed	80 / N	199-11-6119.00-001-7-23-0-00	100.00% @ 35,320.00 per year	

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Use this screen to modify the positions associated with this contract: All salaried wages will be pro-rated by 115 / 219 days or 0.5251

Position Details

Payroll Calendar* Monthly

Name* Stipend

Position Type* Principal

Payroll Activity Code* 80 - Base Salary

WC Category* Professional Employees

Allocation* 100.00

Compensation Type* Salary

Rate* 1,200.00

Exempt From Dock* False - Wages earned from the position are used to calculate dock rate

Straight Time Mask* 420 -23 -6119 -00 -001 -? -99 -0 -00 Use for O/T as well

Just entering the rate will prorate the stipend accordingly over the amount of checks selected in the Scheduled Payments.

- ▶ **Payroll Calendar** – Select *the appropriate calendar* in the drop down menu
- ▶ **Name** – Enter the description name of the stipend. This will be the description on check
- ▶ **Position Type** – Select the position type for the stipend that is being added.
- ▶ **Payroll Activity Code** – Select the payroll activity code for the stipend that is being added from drop down menu
- ▶ **Workers Comp** – Select the WC category for the stipend that is being added from the drop down menu
- ▶ **Allocation** – Enter in 100%
- ▶ **Compensation Type** – Select the appropriate compensation type for the stipend that is being added from the drop down menu.
- ▶ **Rate** – Enter the total amount of the stipend in the Rate box and it will be calculated according to the # of remaining checks.

Select “Enter Non-Prorated Value” if you want the employee to receive a specific amount per pay period, Enter the amount you wish to pay over the remaining pay periods. For example, if you want to pay \$400.00 a month for the remainder of 3 months, enter a total of \$1,200.00 (\$400 X 3)

- ▶ **Exempt from Dock** – Select if the stipend should be used to calculate the dock rate
- ▶ **Straight time Mask** – Enter the code to be used for the stipend that is being added.
- ▶ **Use for O/T as well** – Check this box if you want to use the same expense code for any overtime for this stipend.

Once the Payroll calendar is selected on the above screen the scheduled payments will propagate through the end of the contract period for this employee. ✓ all payroll periods that you want this stipend to be paid in.

Prorated Stipend

Batch #	Date Range	Start Date	End Date	Amount	Status
<input type="checkbox"/>	04/01/2015-04/30/2015	4/30/2015	4/30/2015		Not Paid
<input checked="" type="checkbox"/>	05/01/2015-05/31/2015	5/31/2015	5/31/2015	[calculated on save]	
<input checked="" type="checkbox"/>	06/01/2015-06/30/2015	6/30/2015	6/30/2015	[calculated on save]	
<input checked="" type="checkbox"/>	07/01/2015-07/31/2015	7/31/2015	7/31/2015	[calculated on save]	

- ▶ The stipend amount will automatically prorate after you click **Save**.

<input checked="" type="checkbox"/>	05/01/2015-05/31/2015	5/31/2015	5/31/2015	\$210.05
<input checked="" type="checkbox"/>	06/01/2015-06/30/2015	6/30/2015	6/30/2015	\$210.05
<input checked="" type="checkbox"/>	07/01/2015-07/31/2015	7/31/2015	7/31/2015	\$210.04

Non Prorated Stipend

- ▶ Once you **save** the Stipend and select **to return to the Position**, the amount will be calculated and appear on the Scheduled Payments screen. You will see the \$400 per pay period amount. You can also pay the Stipend over lesser periods by simply change the scheduled payrolls checked.

<input type="checkbox"/> Scheduled	Payroll Period	Pay Date	Post Date	<input type="checkbox"/> Scheduled Amount	Actual Amount
<input type="checkbox"/>	Batch #113 08/01/2014-08/31/2014	8/31/2014	8/31/2014		Not Paid
<input type="checkbox"/>	Batch #132 09/01/2014-09/30/2014	9/30/2014	9/30/2014		Not Paid
<input type="checkbox"/>	Batch #142 10/01/2014-10/31/2014	10/31/2014	10/31/2014		Not Paid
<input type="checkbox"/>	Batch #148 11/01/2014-11/30/2014	11/30/2014	11/30/2014		Not Paid
<input type="checkbox"/>	Batch #158 12/31/2014	12/31/2014	12/31/2014		Not Paid
<input type="checkbox"/>	Batch #168 1/31/2015	1/31/2015	1/31/2015		Not Paid
<input type="checkbox"/>	Batch #178 2/28/2015	2/28/2015	2/28/2015		Not Paid
<input type="checkbox"/>	Batch #188 3/31/2015	3/31/2015	3/31/2015		Not Paid
<input type="checkbox"/>	Batch #200 4/30/2015	4/30/2015	4/30/2015		Not Paid
<input checked="" type="checkbox"/>	05/01/2015-05/31/2015	5/31/2015	5/31/2015	\$400.00	
<input checked="" type="checkbox"/>	06/01/2015-06/30/2015	6/30/2015	6/30/2015	\$400.00	
<input checked="" type="checkbox"/>	07/01/2015-07/31/2015	7/31/2015	7/31/2015	\$400.00	

- ▶ If a pay period is highlighted in yellow, the payroll batch is unsubmitted and it can be used and added to the payroll.

Scheduled Payments						
<input type="checkbox"/> Scheduled	Payroll Period	Pay Date	Post Date	<input type="checkbox"/> Scheduled Amount	Actual Amount	
<input type="checkbox"/>	Batch #694 09/01/2014-09/30/2014	9/30/2014	9/30/2014		Not Paid	
<input type="checkbox"/>	Batch #700 10/01/2014-10/31/2014	10/31/2014	10/31/2014		Not Paid	
<input type="checkbox"/>	Batch #705 11/01/2014-11/30/2014	11/30/2014	11/30/2014		Not Paid	
<input type="checkbox"/>	Batch #708 12/01/2014-12/31/2014	12/31/2014	12/31/2014		Not Paid	
<input checked="" type="checkbox"/>	Batch #724 01/01/2015-01/31/2015 ← current pay period	1/31/2015	1/31/2015	[calculated on save]	Not Paid	
<input checked="" type="checkbox"/>	02/01/2015-02/28/2015	2/28/2015	2/28/2015	[calculated on save]		
<input checked="" type="checkbox"/>	03/01/2015-03/31/2015	3/31/2015	3/31/2015	[calculated on save]		
<input checked="" type="checkbox"/>	04/01/2015-04/30/2015	4/30/2015	4/30/2015	[calculated on save]		
<input checked="" type="checkbox"/>	05/01/2015-05/31/2015	5/31/2015	5/31/2015	[calculated on save]		
<input checked="" type="checkbox"/>	06/01/2015-06/30/2015	6/30/2015	6/30/2015	[calculated on save]		
<input checked="" type="checkbox"/>	07/01/2015-07/31/2015	7/31/2015	7/31/2015	[calculated on save]		
<input checked="" type="checkbox"/>	08/01/2015-08/31/2015	8/31/2015	8/31/2015	[calculated on save]		

WARNING: The payroll calendar is \$position.PayrollCalendar.PayrollCalendarType however 12 periods are available

Select  Save