

Paying for Stipends and Additional Hours

What you'll need:

1. The Stipend/Additional Hours Worksheet
2. Time sheets or sign-in sheets evidencing completed work

What to do:

1. **Prior to work being performed (school/department)**

- a. If the additional work is a training stipend, the school/department should register the training with Professional Development in the ERO training system. Contact PD for details.
- b. Schools/Departments **are required** to enter a PO for additional hours and/or Stipends.
 - i. The PO will be routed for approval thru Finance
 - ii. If grant funded the PO will also be routed through the grants department for approval
 - iii. PO Requirements:
 1. Attach the supporting agenda, additional hours worksheet, ERO or detail of work to the requisition (use attach feature)
 2. Setup info
 - a. Vendor Key – stipend 000
 - b. Ship To – select your center (school or department)
 3. The requisition/PO should include the following:
 - a. a description of the work being performed
 - i. include the employee name(s) – if known
 - ii. rate of pay
 - iii. total hours
 - b. the number of employees expected to perform the work
 - c. the estimated number of hours they will be expected to work
 - d. the hourly rate of pay (see chart) for the work.
 4. If different employee types will be performing the work (i.e., teachers and aides), or if the rate of pay differs among the employees doing the work, a separate PO should be submitted for each type.

2. **After the work is performed (school/department)**

- a. The school/department should complete the Stipend/Additional Hours Worksheet to include:
 - i. The names of the employees who did the work
 - ii. Actual hours worked
 - iii. Rate of pay
 - iv. Include PO number (requests without PO numbers will be returned)
 - v. Indicate if the PO should remain open or closed by clicking FINAL or PARTIAL.
- b. Attach a time sheet or sign-in sheet that supports the hours worked (and documentation on what was done) to the Stipend/Additional Hours Worksheet (Add the hours to make sure they match the Stipend)
 - i. Include the rate of pay on the timesheets (so employee can sign off on hours and rate of pay).
- c. In order for Payroll to process the payments, send the completed worksheet and attached support to stipends@stlucieschools.org**
- d. Processing will occur in accordance with the Stipend Payroll Processing schedule.

3. **Stipend PO Maintenance**

- a. **If you have indicated to close the PO, the Purchase Order will be closed AFTER the payment has been processed.**
- b. **If you have indicated to partially pay the PO, we will close the Partial Payment as listed on the Stipend/Additional Hours Request.**
 - i. **Stipend/additional hours POs do not reduce after payroll, it must be manually reduced.**

Remember to complete the section for Partial or Final or your PO will NOT be reduced or closed, which may result in a Negative Balance in your accounts.