

STIPEND/ADDITIONAL HOURS PROCEDURE

PRIOR TO WORK BEING PERFORMED

SCHOOLS/DEPARTMENTS ARE REQUIRED TO ENTER A PO FOR ADDITIONAL HOURS/STIPENDS

- ❖ Requisition/PO will be routed through Finance for approval
 - Grant funded - the PO will also be routed through the grants department for approval
- ❖ Requisition/PO requirements
 - Supporting documentation (use attach button)

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.

- Additional hours/Stipend Request worksheet
 - Description of work being performed
 - Employee Names (if known)
 - Rate of pay (see chart)
 - Total hours
 - Cost strips
- Agenda
- ERO or details of work
- Setup Info
 - Vendor Key-stipend 000
 - Ship to - select your center (school or department)
- ❖ Training Stipends
 - Register the training with Professional Development in the ERO training system (contact PD for details)

AFTER WORK IS PERFORMED

- ❖ Complete the stipend/additional hours request form (all fields are required)
 - Description-specify exactly what work was performed
 - Dates worked-exact dates you are submitting on this form
 - Submitted by-who should I contact if there is a question about what's being submitted
 - School/Dept-select your site name/number from the dropdown
 - PO Number- requests without PO numbers **WILL BE** returned
 - FINAL or PARTIAL PO. Select YES or NO from the dropdown
 - Names of employees who performed the work

- EMPLOYEE ID # (6-digit number) This is required and **WILL BE** returned if not filled in correctly
- Regular Position-Please indicate the employee's regular position (Teacher, Non-instruct, etc)
- Position for this Request/Payment- Select choice from the drop down menu (tutoring, planning, professional development)
- Hourly Rate of Pay-this will populate when you select the position worked
- Total # of hours worked-this needs to match your sign in sheets, hours that do not match WILL BE returned
- Amount-will calculate automatically
- Budget Charged-Fill in your cost strips and double check that they match your PO
- Principal/Director Approval and DATE
- ❖ 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)
 - Include the rate of pay on the timesheets (so employee can sign off on hours and rate of pay).
- ❖ Processing will occur in accordance with the Stipend Payroll Processing Schedule.

IN ORDER FOR PAYROLL TO PROCESS THE PAYMENTS, SEND THE COMPLETED WORKSHEET AND ATTACHED SUPPORT TO stipends@stlucieschools.org.

*****STIPEND PO MAINTENANCE*****

- ❖ If you have indicated to close the PO, the Purchase Order will be closed AFTER the payment has been processed.
- ❖ If you have indicated to partially pay the PO, purchasing will close the Partial Payment as listed on the Stipend/Additional Hours Request.
 - 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.