

Stipend Training

October 20, 2021

STIPEND/ADDITIONAL HOURS PROCEDURE

*****PRIOR TO WORK BEING PERFORMED*****

- All Schools/Departments are required to enter a requisition and or purchase order for all additional hours/stipend forms.
- A copy of the additional hours/stipend must be attached to requisition and or purchase order (See sample)
- If you have several employees working example (teachers, and aides) or if the rate of pay differs between employees, a separate requisition/po must be submitted for each type
- Requisition/PO will be routed through Finance for approval
- Grant funded - the PO will also be routed through the grants department for approval

PO DATE
10/28/2020

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St. Lucie Public Schools

9461 Brandywine Lane
Port St Lucie, FL 34986

PAGE 1 OF 3

PURCHASE ORDER NUMBER
1112100033

VENDOR KEY : STIPEND 000
SHIP DATE : 10/23/2020
FISCAL YEAR : 2020-2021
ENTERED BY : MALDOLOR001
ORIGINAL REQ # : 0001671204

VENDOR:
STIPEND REQUEST

SHIP TO:
CHESTER A MOORE K8
827 N 29TH St
Fort Pierce, FL 34947

pamela.brown@stlucieschools.org

ATTN: LORENA MALDONADO

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
90		QUESTIONS? PLEASE CONTACT LORENA MALDONADO @ 772-467-4069 CATALOG/ITEM NUMBER: Hourly Rate Teacher Tutoring Hourly Rate	23.00000	2,070.00
1		CATALOG/ITEM NUMBER: Retirement Retirement Benefit	207.00000	207.00
1		CATALOG/ITEM NUMBER: FICA/ MEDI FICA / MEDI Benefits	158.36000	158.36

Description: Family and Community Partnerships- Imagine Lab Dates Worked: 11/02/20 to 06/04/21

Submitted By: Lorena Maldonado School/Dept: CAM- 0111 Board Approved Date: Final PO:

SRN#: _____ PO Number: _____

Finance Approval: _____
Date: _____

Payroll Manager : _____
Date: _____

Principal/Director: _____
Date: _____

Grant Administrator: _____
Date: _____

1000E	5100	1280	0111	10064					
1000E	5100	2100	0111	10064					
1000E	5100	2200	0111	10064					
Fund	Func	Obj	Cntr	Project				Pgm	

2.070.00	
207.00	FRS
158.36	Fica/Medi

PO DATE
10/28/2020

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 Port St Lucie, FL 34986

PAGE 1 OF 3

PURCHASE ORDER NUMBER
1112100034

VENDOR KEY : STIPEND 000
 SHIP DATE : 10/23/2020
 FISCAL YEAR : 2020-2021
 ENTERED BY : MALDOLOR001
 ORIGINAL REQ # : 0001671209

VENDOR:
 STIPEND REQUEST

SHIP TO:
 CHESTER A MOORE K8
 827 N 29TH St
 Fort Pierce, FL 34947

pamela.brown@stlucieschools.org

ATTN: LORENA MALDONADO

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
180		QUESTIONS? PLEASE CONTACT LORENA MALDONADO @ 772-467-4069		
		CATALOG/ITEM NUMBER: Hourly Rate	15.00000	2,700.00
		Tutoring- R. Valerio and Y. Joseph		
1		CATALOG/ITEM NUMBER: Retirement	270.00000	270.00
		Retirement Benefit		
1		CATALOG/ITEM NUMBER: FICA/ MEDI	206.55000	206.55
		FICA/ MEDI Benefits		

Description: Family and Community Partnerships- Imagine Lab Dates Worked: 11/02/20 to 06/04/21

Submitted By: Lorena Maldonado School/Dept: CAM- 0111 Board Approved Date: 6/10/2021

SRN#: _____ PO Number: _____

Finance Approval: _____
Date: _____

Payroll Manager : _____
Date: _____

FUND RANGE COMPLETE					
Fund	Func	Obj	Cntr	Project	Pgm
4200E	5100	1580	0111	46421	
4200E	5100	2100	0111	46421	
4200E	5100	2200	0111	46421	

Principal/Director: _____
Date: _____

Grant Administrator: _____
Date: _____

TIME CONVERSION CHART
(Minutes to Decimal Hours)

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

STIPEND/ADDITIONAL HOURS PROCEDURE

*****AFTER WORK IS PERFORMED*****

Complete a new stipend/additional hours form for the hours worked (all fields below are required)

- Description-specify exactly what work was performed (tutoring, planning, etc.)
- 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 must be added to stipend. All requests without a PO numbers WILL BE returned
- Is this PO a FINAL or PARTIAL 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

STIPEND/ADDITIONAL HOURS PROCEDURE

- 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 pre-populate once 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
- The total amount on stipend will calculate automatically
- Fill in cost strips. Double check the cost strips on stipend match the cost strips on the purchase order number you are using
- Additional Hours/ Stipend must be approved by your Principal/Director with a signature and dated
- Submit Stipend/Additional hours form along with timesheets to : **Stipends@stlucieschools.org**

STIPEND/ADDITIONAL HOURS PROCEDURE

*****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, the partial payment will ne processed and PO will remain open for future payments.
- Stipend/additional hours POs do not reduce after payroll, it must be manually reduced.

Applicable rates of pay for additional work

Employee Type	Type of Work	Hourly Rate	Function Code	Object Code	Retirement	FICA/Medicare	Board Approval
		WORKING WITH STUDENTS					
Teacher	Tutoring (Before/After School, ELL, Credit Recovery)	\$23.00	5100	1280	YES	YES	NO
Teacher	Summer Tutoring (Regular Job Outside of Contract)	Hourly Rate	5100	1280	YES	YES	NO
Paraprofessional Teacher Aide	Summer Tutoring (Regular Job Outside of Contract)	Hourly Rate	5100	1580	YES	YES	NO
Paraprofessional Teacher Aide	Tutoring (Before/After School, ELL, Credit Recovery)	\$15.00	5100	1580	YES	YES	NO
Clerical	Tutoring Program (Work Front Desk, Parent Educator)	Hourly Rate/ OT Sheet	5100	1620	YES	YES	NO
		WORKING WITH PARENTS					
Teacher	Family Learning Night	\$23.00	6150	1280	YES	YES	NO
Paraprofessional	Family Learning Night	\$15.00	6150	1580	YES	YES	NO
Clerical	Family Learning Night	Hourly Rate/ OT Sheet	6150	1680	YES	YES	NO
Teacher	Open House Night (If Required to Attend)	Comp Time or \$21.00	6150	1280	YES	YES	NO
Non-Instructional (Paraprofessional and Clerical)	Open House Night (If Required to Attend)	Comp Time or Reg Rate/OT Sheet	6150	1520/1620	YES	YES	NO
		PROFESSIONAL DEVELOPMENT					
Teacher	Attending Training/PD	\$21.00	6400	1290	NO	YES	NO

Applicable rates of pay continued

Teacher	Planning/Presenting a Training	\$23.00	6400	1280	YES	YES	NO
Non-Instructional (Paraprofessional and Clerical)	Attending Training/PD	\$11.04	6400	1590/1690	NO	YES	NO
Teacher	Collaborative Planning (School Year and/or Summer)	\$21.00	6400	1280	YES	YES	NO
Teacher	Online Facilitator	\$23.00	6400	1280	YES	YES	NO

Rev. 10-31-2019

Most Common Issues

- Entering the employee's social security number or name key instead of using their employee id number.
- Not adding a position under the "Position for this Request/Payment" or selecting the wrong position. Selecting the wrong option will also select the wrong rate of pay.
- Not having the 'Description' match the "Position for this Request/Payment" Example is having planning in the description, tutoring in the dropdown, cost strips and rate of pay for professional development.
- Forgetting to fill in the form "Submitted by", "School/Dept", and "**PO #** "
- Time sheets need times in and out