

STIPEND PAYMENT PROCEDURES

Effective immediately all requests for stipend payments will require the completion of the *Stipend Request Form*. Examples of stipend payments would include:

- Additional Payments not included in the employee's base salary.
- Monies paid out under a grant.
- Monies paid out for additional responsibilities accepted by the employee that are not a function of their primary position.

The *Stipend Request Form* is NOT required when the payment is authorized in writing by the Vice-President of Academic Affairs. Examples would include:

- Independent Study payments
- Supplemental Contract payments
- PT Faculty Contracts
- Tutorials
- Faculty Credit Bank Stipends
- Distinguished Professor Awards

Procedure:

1. The individual will need to complete, in entirety, the Stipend Request Form.
2. Completion of the form will require specific detail of the duties the individual completed to justify the payment of the stipend.
3. The individual is required to attach time records showing the date and hours worked completing the duties outlined on the request form.
4. The individual is then requested to forward the completed requisition form along with the time records to the Vice-President of Business Affairs for payment approval.
5. Once approved, the Vice-President of Business Affairs will forward the documentation to the Payroll Department for processing. (Please note that payments cannot be issued through the Business Office they are required by law to go through the Payroll Department.)
6. The Payroll Department will process the stipend request according to the directions on the request in the next payroll processing for the employee's normal bi-weekly pay.
7. Requests that do not include the detailed duties completed and time records cannot be processed for payment.
8. All stipends are processed as supplemental pay with a 20% federal withholding rate.