# Request Stipend Pay

1. Click the **Manager Self Service** link.
2. Click the **Position Reports & Pay Request** link.
3. Click the **Stipend Pay Request** link.
4. Click the **Add a New Value** tab.
5. Leave the Requisition ID as **NEXT**. The system will assign a number when the request is saved.
6. Click the **Add** button.
7. Click the **Look up EmplID** button.
   - The result will be a list of all employees, sorted by EmplID.
   - To find the right employee, do a second search by name.
   - You can search by last name: select contains (instead of begins with) as the Operator for the Name field, and type in the last name.
   - OR you can type the first and last name in the Name field.
   - Enter a valid value e.g. "Joss Stone".
8. Click the **Look Up** button.
9. Employees can hold multiple jobs at the same time. These individuals will appear twice in some kinds of lists, with two different IDs. For example, someone who holds both a Professor position and a Chair position will have two Empl Reds, or Jobs. One Empl Rcd Nbr will be 0 and the other will be 1.
   - If you are unsure about which Employee Record to use and the Employee reports to you, look up the Employee’s Job or Employee Record using the View Personal Information page.
   - If the Employee does not report to you, contact the Employment office to determine which Employee Record to use.
10. Click an entry in the **EmplID** column.

11. Click the **Faculty** option if the employee is Faculty. This will route the transaction to the Provost’s office or the Senior Vice President for Health Sciences office for approval depending on the department the employee is in.

12. Click the **Grants** option if the funding source for the stipend pay is a grant(s). This will route the request through the office of Grants Contracts Administration.

13. Enter the desired information into the **Start Date** field.

   Enter a valid value e.g. "02/01/2008".

14. Enter the desired information into the **End Date** field.

   Enter a valid value e.g. "02/15/2008".

15. Enter the desired information into the **Amount Per Pay Period** field.

   Enter a valid value e.g. "100".

16. Enter the desired information into the **Goal Amount** field.

   Enter a valid value e.g. "100".

17. Make sure that the Amount Per Pay Period, the Goal Amount and the time duration (the Start and End dates) are in synch. For example, this scenario calls for $100 paid in a single installment covering one pay period. If the submitter had entered an Amount Per Pay Period of $50 and a Goal Amount of $100, the employee would not have received the full $100 because there is only one pay period involved.

18. Enter the desired information into the **Funding Amount** field. Enter a valid value e.g. "$100.00".

19. Enter the desired information into the **Distribution Requirement** field.

   Enter

20. If there are multiple funding sources, insert a new row(s) to enter the additional amount(s) and source(s).

21. In the **Justification and Comments** field enter and information that will help the approver(s) understand the request.

   Enter a valid value e.g. "Stipend for Student Researcher kwb".

22. Click the **Complete** list item.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>24.</td>
<td>This lets you know that your request is Saved.</td>
</tr>
<tr>
<td>25.</td>
<td>This request is ready for review by the approver(s).</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Home</strong> link.</td>
</tr>
<tr>
<td>26.</td>
<td>Congratulations! You have completed the process to submit a request for Stipend pay.</td>
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<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
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</tbody>
</table>