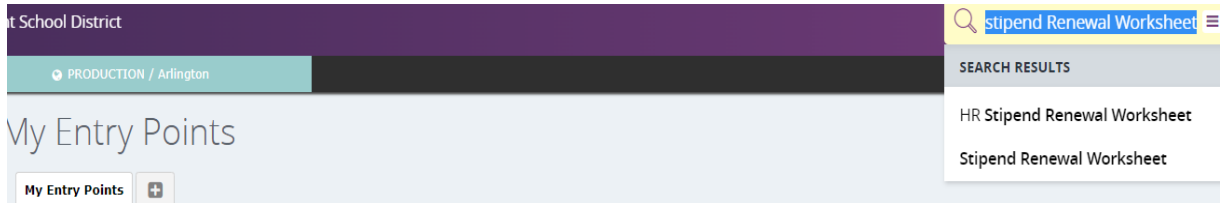
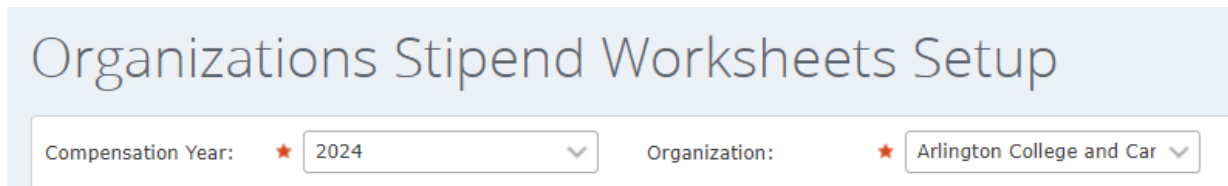


Stipend Renewal Worksheet Instructions

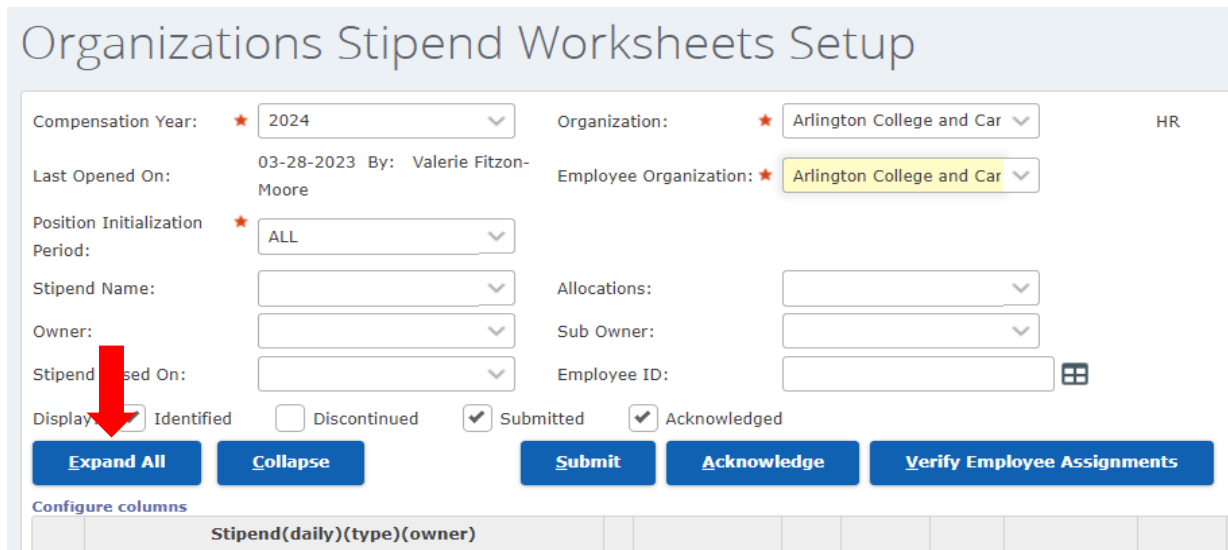
1. Login in TEAMS
2. In the upper right-hand corner in the **Search** bar type “Stipend Renewal Worksheet”



3. Select Compensation Year and Organization (your campus)



4. Expand All




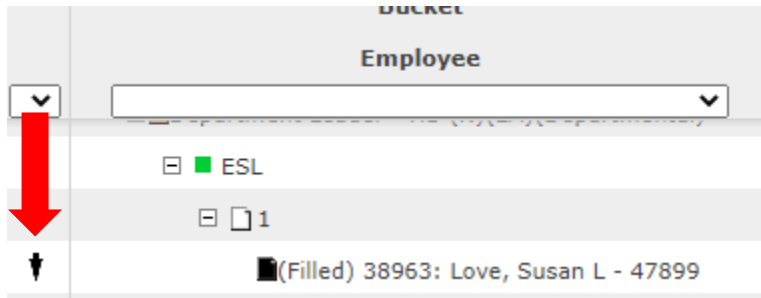
- This will show all the current stipends issued for the current school year along with units (allocations) for each stipend.

Configure columns

Stipend(daily)(type)(owner)												
Allocation	Bucket	Employee	Explanation	Can Split	Min Amount	Stipend FTE	Assigned Amount	Units Assigned	Units	Table / Budget amount	Total Table / Budget amount	Difference
2024 Arlington College and Career HS - 014												
Campus Tech Advisory Committee (N)(EA)(Human Re							45,820.00	30.00	61	36,070.00	85,570.00	39,750.00
Technology							0.00	0.00	1	1,000.00	1,000.00	1,000.00
1							0.00	0.00	1	1,000.00	1,000.00	1,000.00
Campus Wellness Coordinator (N)(EA)(Human Resour							0.00	0.00	1	750.00	750.00	750.00
Wellness Coordinator							0.00	0.00	1	750.00	750.00	750.00
1							0.00	0.00	1	750.00	750.00	750.00

- From this screen you will be able to make changes for the new school year.

- To **remove** an employee, click on the down arrow  to the left of the employee's name.



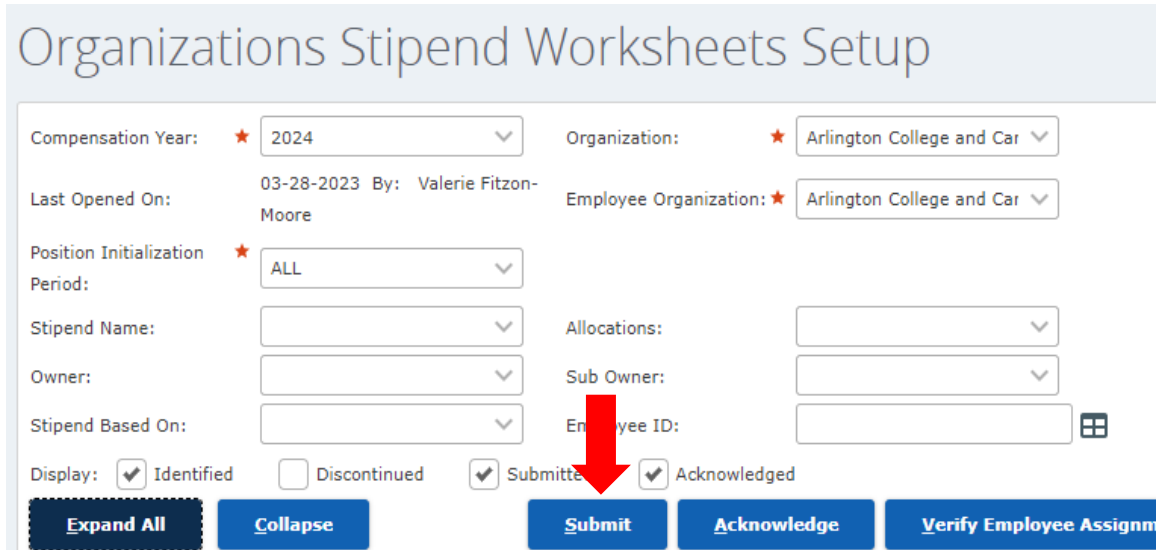
- To **add** an employee, select employee from the list below, click and hold the employee's name and drag to the applicable stipend.

English							2,000.00	1.00	1	2,000.00	2,000.00	0.00
1							2,000.00	1.00	1	2,000.00	2,000.00	0.00
(Filled) 36795: [Name] - 89 I							100.0	2,000.00	1.00			
Math							2,000.00	1.00	1	2,000.00	2,000.00	0.00
1							2,000.00	1.00	1	2,000.00	2,000.00	0.00
(Filled) 36793: Cole, Jare R - 829399 I							100.0	2,000.00	1.00			
Science							2,000.00	1.00	1	2,000.00	2,000.00	0.00
1							2,000.00	1.00	1	2,000.00	2,000.00	0.00
(Filled) 36796: Canon, Travis K - 25075 I							100.0	2,000.00	1.00			

Configure columns

Detail	Last Name	First Name	Middle Name	Person Id	PCN	Role	Org	Org ID	Position FTE	Job Title	Assign Start Date	Assign End Date	Positi Statu
	Knight	Vivienne		373868	37624	Teacher - High School	Arlington College and Care 014		100.0	Arlington Cc	08-01-2023	05-24-2024	Filled
	Lopez Villegas	Ramon		6087179	37628	Teacher - High School	Arlington College and Care 014		100.0	Arlington Cc	08-01-2023	05-24-2024	Filled
	Love	Susan	Low	47899	38963	Campus Testing Facilitator	Arlington College and Care 014		100.0	Campus Tes	08-15-2022	07-18-2023	Filled

7. After all stipends have been issued and reviewed, click **“Submit”**.



Organizations Stipend Worksheets Setup

Compensation Year: ★ 2024 Organization: ★ Arlington College and Car

Last Opened On: 03-28-2023 By: Valerie Fitzon-Moore Employee Organization: ★ Arlington College and Car

Position Initialization ★ ALL

Period:

Stipend Name: Allocations:

Owner: Sub Owner:

Stipend Based On: Employee ID:

Display: Identified Discontinued Submitted Acknowledged

Expand All **Collapse** **Submit** **Acknowledge** **Verify Employee Assignm**

8. Stipend Renewal Worksheets must be completed and submitted by June 30, 2023.
9. Stipend Renewal Worksheets will be closed after June 30, 2023.
10. If any changes need to be made after the deadline of June 30, 2023, the principal and/or department director will be responsible for completing the Stipend Change Form.

Once you have assigned an employee to a stipend, you will see the “I” next to their name.
I – Identified: means that the stipend has been identified.

Stipend Based On: Employee ID:

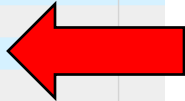
Display: Identified Discontinued Submitted Acknowledged

Expand All **Collapse** **Submit** **Acknowledge**

Configure columns

Stipend(daily)(type)(owner)	Allocation	Bucket	Employee	Explanation	Can Split
					N
	Masters Degree (N)(EA)(Human Resources)				
	Master's Degree				N
	(Filled) 15162: Adams, Kimberly - 5946048			I	
	(Filled) 29326: Blake, Mary A - 6922715			I	
	(Filled) 35178: Fralicks, Jolie B - 381901			I	
	(Filled) 39630: Magee Gatlin, Hope L - 7851			I	
	(Filled) 36858: Nelson, Mary F - 5323855			I	
	(Filled) 37255: Noonan, Gina M - 6921820			I	
	(Filled) 10480: Norris, Donnetta D - 609924			I	

Configure columns



You can also filter the column to show only “I”

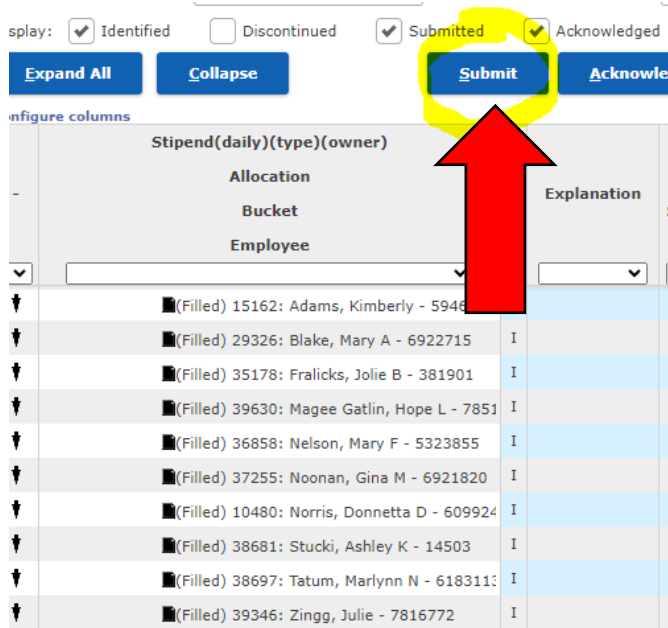
Expand All **Collapse** **Submit**

Configure columns

Stipend(daily)(type)(owner)	Allocation	Bucket	Employee	Explanation
				I
				I
				I
				I
				I
				I
				I
				I
				I
				I
				I

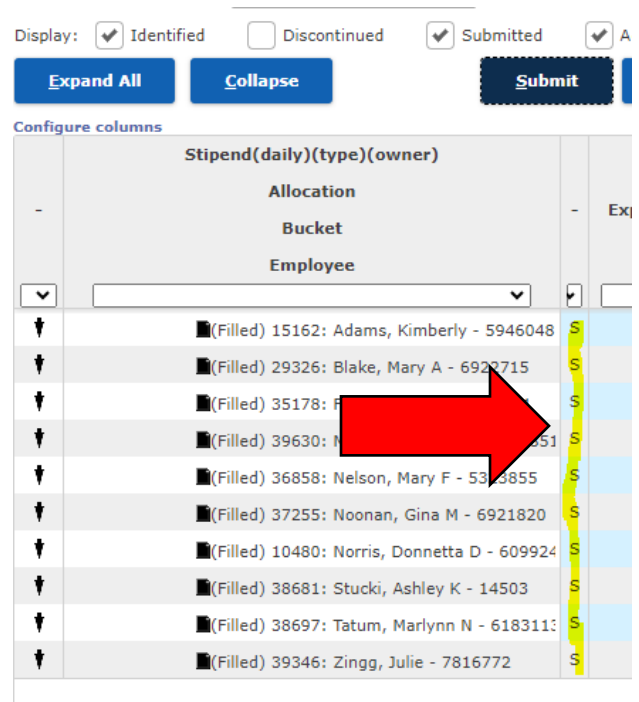


Once you are ready to submit your entries, press “Submit.”




Once submitted, all “I” will change to “S”

S - Submitted: means that the employee has been selected or that the organization’s approver has approved the assignment of the stipend.



The first week of July, the HR Compensation team will send all principals a list of the stipends submitted for their campus/department. Once we receive your confirmation that everything looks good, we will “Acknowledge”, those stipend assignments, we will be pushing them over to payroll/employee assignment.

Stipend Renewal Worksheet Column Definitions

Column 1 - The first column is blank until a name is added to the stipend category. Once a name is added a “delete” icon is displayed. 

To Remove an employee, click the delete icon.

Stipend (daily)(type)(owner) Allocation Bucket Employee – Once expanded this displays the stipend category, name, and employee(s) associated with the stipend.

Column 3 – A status column which will be blank or contain an I, S, or A when a name has been added and goes through the workflow.

I = Identified, this displays when a name has been added.

S = Submitted, this displays once the worksheet has been submitted to HR. The principal should be the individual to submit these stipends.

A = Acknowledged, this displays once the worksheet has been acknowledged by HR. The stipend has been pushed out to the employee’s assignment.

Can Split – Pre-determines if a stipend can be split between employees.

- Enter an N in this field,
- if an Y is present, the system will not recognize the full stipend allocation amount.

Stipend FTE – Shows a percentage of the stipend assigned to the employee.

Assigned Amount – The stipend amount assigned to the employee.

Units Assigned – The high-level number of stipends available for the stipend type. (Stipends are measured in units).

Units (allocations) – The number of stipends allocated to the organization. (Determined by the district)

Table / Budget amount –The dollar amount for each stipend unit (allocation).

Total Table / Budget amount – Total dollar amount for the assigned units (allocations) for each stipend “type” or “subject area”.

Job Title – The job title of the employee assigned to a stipend.