
6.12 STIPENDS

Overview

Use these procedures when processing a temporary increase in pay for a staff employee.

Policy Summary

An administrative stipend is a temporary increase in pay that an employee receives when they are temporarily assigned an increase in duties or responsibilities such as:

- Fairly significant additional duties or short-term projects not currently part of the employee's regular position;
- Duties of a position in a higher grade or classification that would result in an upward reclassification if permanently assigned or,
- Out-of-classification assignments as defined within the collective bargaining agreements.

Employees remain in their primary classification for the duration of the administrative stipend and are subject to the policies/collective bargaining agreement terms applicable to that classification.

Before You Start

Prior to processing the OEU for a stipend, Refer to the [SHR Procedures Manual](#). This will give you guidance to determine the delegations of authority and policy procedure.

The data collection document that you will use to process the stipend OEU will be the approved Employee Action Request (EAR) form.

Notify the employee of the action and effective date. There should be no changes to Benefits or entitlements.

Data Entry

You will use the **EAPP** function to enter the stipend appointment and distribution information for the employee.

Accessing the EAPP Function

1. Log on to the Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **EAPP, employee ID number** and press **Enter**.

The **EAPP** function is displayed for the selected employee.

Completing the EAPP function

THE EAPP (APPOINTMENTS /DISTRIBUTIONS) FUNCTIONS

Notes and Tips

- When processing an administrative stipend for an employee, you do not end the current appointment and distribution.
- Since a stipend appointment and distribution are set up with unique data elements, (many of the standard data elements are blank) it is advisable to use the “add a” and “add d” commands.

Appointment Level Procedure

1. **F9 Jump** and then press **F15 Newline** to go to the command line.
2. At the command line and type “add a” to set up the first available appointment.
3. Enter data in only these fields as noted.

Action (Action Code)	Leave Blank. The Personnel Action Code for an administrative stipend is derived.
PGM	Leave Blank. System derived.
Typ	Enter the code indicating the appointment type, either (2), (3) or (7).
Appt Begin	Enter the date on which the stipend will begin, in the format: MMDDYY.
Appt End	Enter the date on which the stipend is expected to end, in the format: MMDDYY. Stipends are temporary, they must have an ending date.
Dur	Leave blank. Stipends can't be indefinite.
Title	Enter 9898 if employee is Non-Exempt Enter 9899 if employee is Exempt Enter 0496 for employees in either MSP or SMG Programs.
Grade	Leave blank.
% Full	Leave blank.
F/V	Enter F .
Ann/Hr Rate	Enter full annual amount of the stipend (monthly rate x 12)
Rt	Enter B . (By-Agreement)
Sch	Enter (MO) for Monthly Current or Enter (MA) for Monthly Arrears. Must be consistent with other appointments.
Time	Enter (A) for Positive Time Reporting. This is the code indicating the method for reporting time worked in the appointment.

Lv	Enter (N) because stipends do not affect accruals.
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4. Press **Enter** to invoke range/value edits.

Distribution Level Procedure

1. **F9 Jump** to the command line and type “**add d**” to set up the first available distribution.
2. Complete these fields only:

Actions (Action Code)	No required action code at the distribution level when processing a stipend.
L	Enter 7 for UCSC location number.
Acct	Enter ‘organization’ FOAPAL number.
CC	Enter appropriate Service Team Number A-E preceded by SHR (SHRx)
Fund	Enter fund number.
PC	Enter activity code (optional, not required).
Sub	Enter 2. Stipends are temporary.
FTE	Leave blank.
Dist %	Leave blank.
Pay Beg	Enter the date on which the stipend begins in the format: MMDDYY.
Pay End	Enter the date on which the stipend is expected to end in the format: MMDDYY. Stipends cannot be indefinite.
Step	Leave blank.
O/A	Leave blank.

Rate/Amount	Enter the monthly or hourly amount of the stipend.
DOS	Enter SAS
PRQ	Leave Blank.
DUC	Leave Blank
WSP	Leave Blank.

3. Press **Enter** to invoke range/value edits.

Review

1. Make sure you have completed all the required data elements.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the EAPP function, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update and leave the EDB unchanged.

See *Consistency Edit Messages (ECON)* in [Section 1.6, System Messages](#) in this manual for more information and instructions.

PAN Preparation

After pressing **F5 Update** from a data entry screen (if there are no consistency edits) or an ECON screen, you are automatically positioned at the PAN **Comments Entry** screen. From here you can add comments and additional reviewers to the PAN.

1. Add a description of the action and any significant details in the **Comments Entry** screen.
2. Press **F10 NotfPrep** to display the **Notification Preparation** screen, where you can add reviewers as desired.
3. Press **F11 Detail** to display the **Activity Review** screen, where you can review the notification before sending it.
4. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the EAPP function appears and displays:

U0007 UPDATE PROCESS COMPLETE

For more information about PANs and additional PAN features, please refer to [Section 1.8, Post Authorization Notification \(PAN\)](#).

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate document to the mandatory reviewer.
- Retain a copy of the EAR form in your Service Team employee personnel file.