Stipend E-form

The Stipend E-form has a different workflow than the original E-form. The current workflow will be, the department will create the stipend e-form and send it to their College Business Office using the submit button. The Business office will review the chart string and combo code. If the combo code is incorrect, Business Office will be able to change the e-form to the correct combo code. Once this has been completed, they will then select who should approve the payment such as a Dean or a Manager. Once approved by the Dean/Manager it will forward to the Payroll Office for processing, unless the total dollar amount is over $1000 the VP over the area will need to approve and anything over $2000 the President for the college will approve.

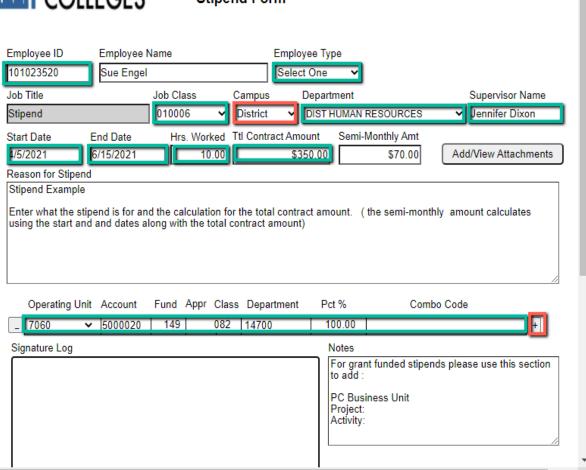Steps to create a Stipend E-form

https://eforms.seattlecolleges.edu/

1. Enter Emplid
2. Check Name to confirm the correct Emplid was entered.
3. Select Employee Type: Exempt, FT Faculty, PT Faculty, or Student
4. Select Job Class: 010006 for Exempt and Faculty, 010008 Student
5. Select Campus: The campus you select will determine which Business Office the E-form will route to.
6. Select Department
7. Enter Supervisor Name
8. Enter Start date: when will the stipend work begin?
9. Enter End Date: when will the work be finished?
10. Enter Hours Worked: total number of hours worked.
11. Enter Total Contract Amount
12. Semi-Monthly Amt will automatically calculate based on the dates and the total contract amount.
13. Enter Reason for Stipend: What is the stipend for, the calculation for the total amount to be paid.
14. Select Operating Unit 7060 District, 7062 Central, 7063 North, and 7064 South
15. Enter the chart string, percentage, and combo code. If multiple budgets are used select the plus sign to add a row.
16. Notes: If the stipend is funded by a grant use the note section to add the PC Business Unit, Project and Activity for each grant funded budget.
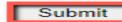17. Review entries and select submit.

Example Stipend

SEATTLE COLLEGES

Employee Services
Stipend Form

PROCESS#: 0
CURRENT TASK:

Employee ID
101023520

Employee Name
Sue Engel

Employee Type
Select One

Job Title
Stipend

Job Class
010006

Campus
District

Department
DIST HUMAN RESOURCES

Supervisor Name
Jennifer Dixon

Start Date
4/5/2021

End Date
6/15/2021

Hrs. Worked
10.00

Ttl Contract Amount
$350.00

Semi-Monthly Amt
$70.00

Add/View Attachments

Reason for Stipend

Stipend Example

Enter what the stipend is for and the calculation for the total contract amount. (the semi-monthly amount calculates using the start and and dates along with the total contract amount)

Operating Unit	Account	Fund	Appr	Class	Department	Pct %	Combo Code
7060	5000020	149		082	14700	100.00	

Signature Log

Notes
For grant funded stipends please use this section to add :

PC Business Unit
Project:
Activity:

Submit   Reset Data   Cancel