

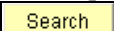







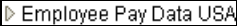


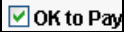



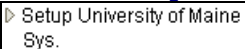

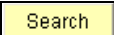



## Stipend

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| 1.  | Click the <b>Workforce Administration</b> link.<br>  |
| 2.  | Click the <b>Job Information</b> link.<br>   |
| 3.  | Click the <b>Job Data</b> link.   |
| 4.  | To Search for an existing employee record enter EmplID, Name or Last Name. Drop down menus can be used to select 'begins with', 'contains', etc. to assist in locating an employee. The more information that is entered, the narrower the search and the shorter the search results list for review. |
| 5.  | Click the <b>Search</b> button.<br><br>If multiple employee records are listed, click the appropriate employee record to continue.<br>   |
| 6.  | Click the <b>Plus (+) key</b> to add a new job row.<br>  |
| 7.  | Enter the first day of the pay period in which the stipend is to be paid into the <b>Effective Date</b> field.  |
| 8.  | Click the <b>Drop-down Arrow</b> to select from the <b>Action</b> list.<br>  |
| 9.  | Click the <b>Pay Rate Change</b> list item.<br>  |
| 10. | Click the <b>Drop-down Arrow</b> to select from the <b>Action/Reason</b> list.<br>   |
| 11. | Click the <b>Stipend</b> list item.<br>  |
| 12. | Click the <b>Benefits Program Participation</b> link.<br>  |
| 13. | Enter the full amount of salary including stipend into the <b>Annual Benefits Base Rate</b> field.  |
| 14. | Click the <b>Manual Override ABBR</b> option.<br>  |
| 15. | Enter the end date of the last payroll that stipend will be paid into the <b>ABBR Override Date</b> field.  |

# Quick Guide



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| 16. | Click the <b>Save</b> button.<br>   |
| 17. | Stipend must be set up in Additional Pay with appropriate start and end dates. Payment of stipend will end at End Date set in Additional Pay.<br><br>Click the <b>Payroll for North America</b> link.<br> |
| 18. | Click the <b>Employee Pay Data USA</b> link.<br>  |
| 19. | Click the <b>Create Additional Pay</b> link.   |
| 20. | Enter the employee's emplid into the <b>EmplID</b> field.  |
| 21. | Click the <b>Search</b> button.<br>   |
| 22. | Click the <b>Plus (+) key</b> in the Additional Pay box to add a new row.<br>   |
| 23. | Enter the appropriate stipend earnings code into the <b>Earnings Code</b> field.   |
| 24. | Enter the start date of the stipend (start date of pay period) into the <b>Effective Date</b> field.   |
| 25. | Enter the appropriate sequence ("1" if no other active additional pay records are set up for this earnings code) into the <b>Addl Seq #</b> field.   |
| 26. | Enter the end date of the stipend (last day of pay period) into the <b>End Date</b> field.   |
| 27. | The <b>Reason</b> field is optional.<br>  |
| 28. | Enter the dollar amount to be paid per pay period into the <b>Earnings</b> field.  |
| 29. | Click the <b>OK to Pay</b> option to continue.<br>  |
| 30. | Enter the appropriate <b>Position Number</b> into the <b>Position</b> field in the Job Data Override section <b>ONLY</b> if the position for stipend payment is different than the default Position.   |
| 31. | Click the <b>Save</b> button.<br>   |
| 32. | Set up Distribution Detail for Stipend paid thru Additional Pay.<br><br>Click the <b>University of Maine System</b> link.<br>   |

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| 33. | Click the <b>Setup University of Maine Sys.</b> link.<br>  |
| 34. | Click the <b>Payroll</b> link.<br>   |
| 35. | Click the <b>Distribution Detail</b> link.  |
| 36. | Enter the employees emplid into the <b>EmplID</b> field.  |
| 37. | Click the <b>Search</b> button.<br>  |
| 38. | Enter the end date of the current distribution into the <b>End Date</b> field.  |
| 39. | Click the <b>Plus (+) key</b> in the Distribution Periods section to add a new row.<br>  |
| 40. | Enter the end date of the new distribution into the <b>End Date</b> field.<br><br><b>NOTE:</b> The Start Date will default to the day following the end date entered in the prior row.                                |
| 41. | Click the <b>Plus (+) key</b> to add a new distribution row.<br>  |
| 42. | Enter the appropriate stipend earnings code into the <b>Earn Code</b> field.  |
| 43. | Enter the appropriate sequence (same as in Add'l Pay) into the <b>Addl Seq #</b> field.   |
| 44. | Enter the appropriate Combo Code into the <b>Combo Code</b> field.  |
| 45. | Enter the percent of stipend charged to this account into the <b>Distrb %</b> field.<br><br>NOTE: Additional rows may need to be added. Each combination of earnings code, department and addl seq # must total 100%. |
| 46. | Click the <b>Save</b> button.<br>  |
| 47. | <b>End of Procedure.</b>  |