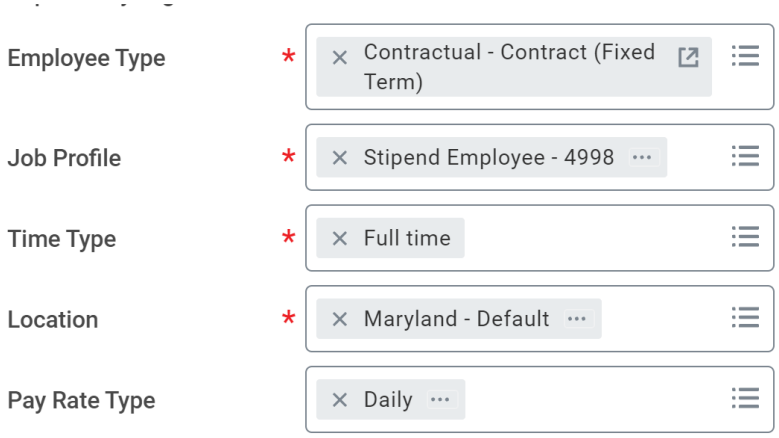
Quick Guide: Processing Stipend Employee

A stipend employee **does not** receive a regular salary based on hours worked. They **receive a set amount each pay period** regardless.

During the hire process, the employee must be set up as a Contractual employee with a *daily* Pay Rate Type.

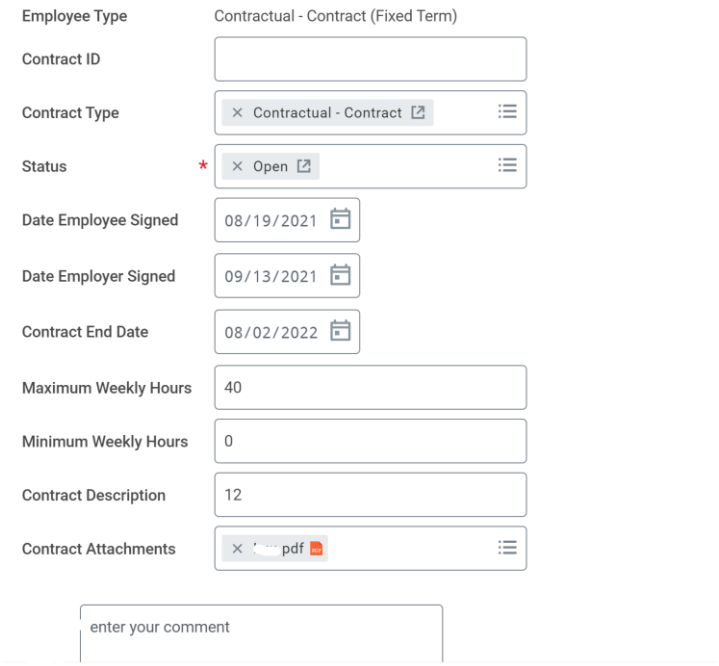
***For more information or assistance in the Hire Process, refer to the Hire an Employee job aid: https://dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS_Help_Center/Employee_Staffing_and_Job_Changes/Hire_an_Employee_v4.pdf*

HIRE



When entering the employee's contract information, use **contract description 12**.

CONTRACT



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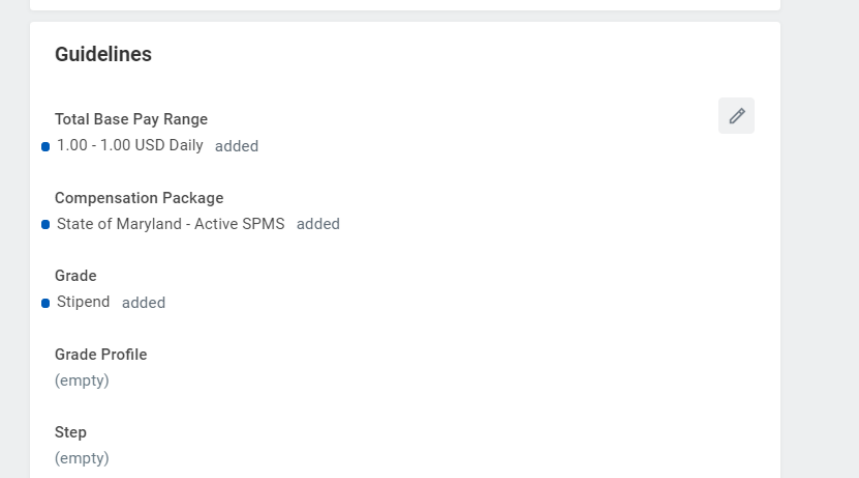
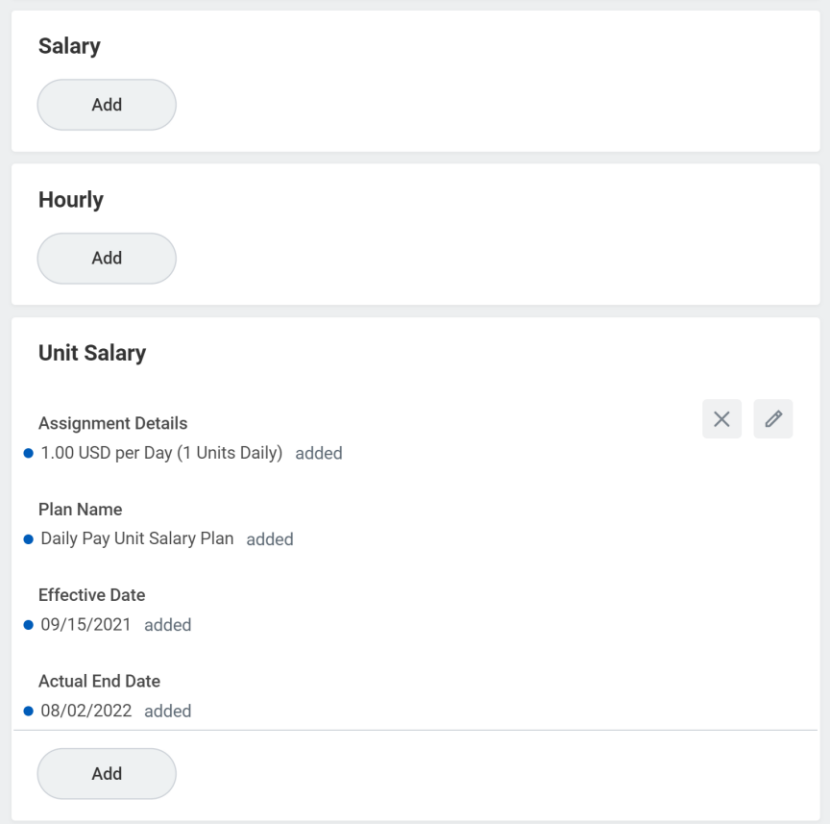
During the Compensation step of the hire process;

1. In the Guidelines section, use **Stipend** *for Grade.*



2. Use **Unit Salary** for Compensation (instead of hourly or salary).



3. Scroll to the **Allowance** section***:***

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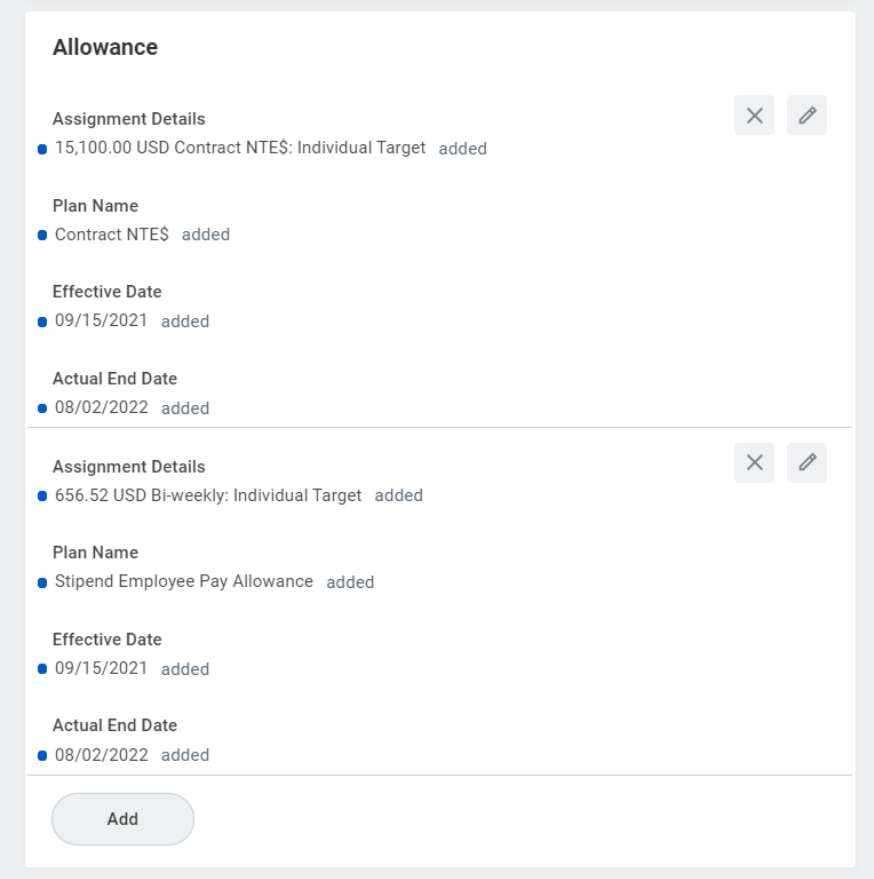
- Add the **Stipend Employee Pay Allowance** Plan to be paid bi-weekly with an Actual end date. (If the employee terms before that actual end date you will need to change that date or they will continue to receive the stipend.)
- Click the "ADD" button and setup the **NTE$** allowance amount for employee.



4. Submit the compensation step of the hire process.

****Important Notes****

- For stipend employees, **no time is entered** on the timesheet.
- See below for what stipend employee compensation should look like when complete:

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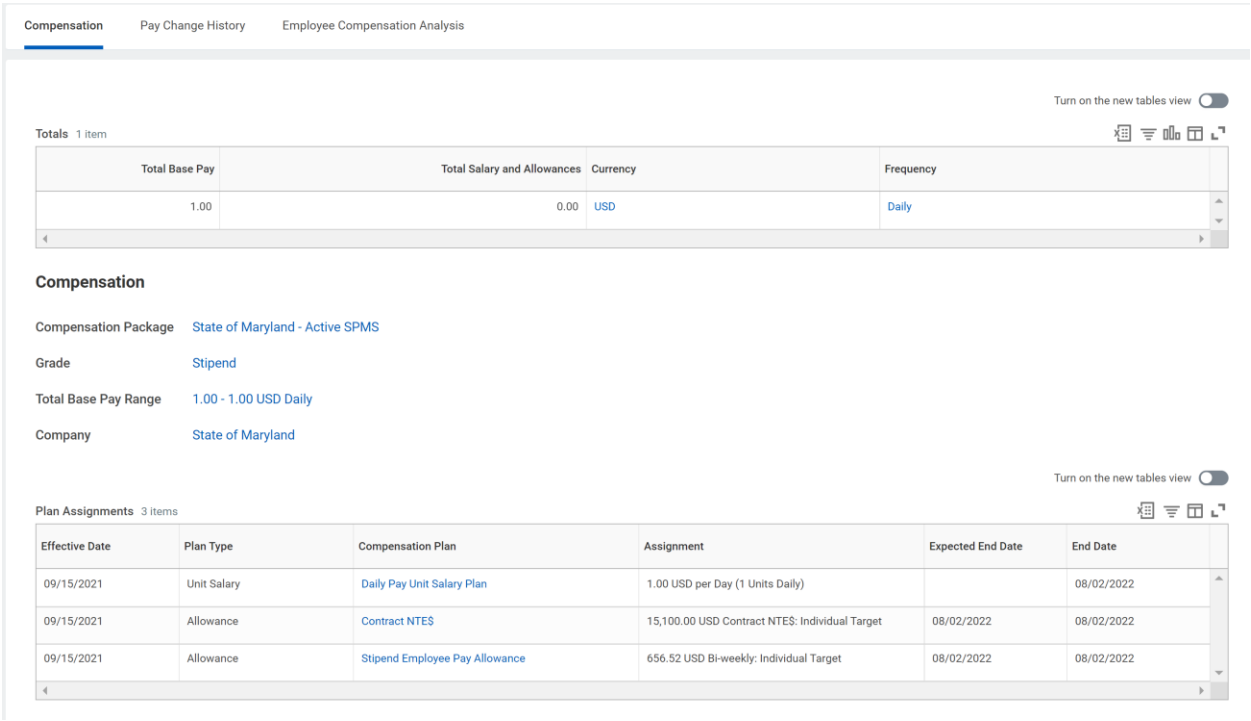
Once the hire is complete, the Compensation screen on the employee will look similar to this:



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