

# 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](https://dbm.maryland.gov/sps/SPS%20Training%20Guides/SPS_Help_Center/Employee_Staffing_and_Job_Changes/Hire_an_Employee_v4.pdf)*

## HIRE

Employee Type	*	<input type="text" value="Contractual - Contract (Fixed Term)"/>
Job Profile	*	<input type="text" value="Stipend Employee - 4998"/>
Time Type	*	<input type="text" value="Full time"/>
Location	*	<input type="text" value="Maryland - Default"/>
Pay Rate Type		<input type="text" value="Daily"/>

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

## CONTRACT


Employee Type	Contractual - Contract (Fixed Term)
Contract ID	<input type="text"/>
Contract Type	<input type="text" value="Contractual - Contract"/>
Status	* <input type="text" value="Open"/>
Date Employee Signed	<input type="text" value="08/19/2021"/>
Date Employer Signed	<input type="text" value="09/13/2021"/>
Contract End Date	<input type="text" value="08/02/2022"/>
Maximum Weekly Hours	<input type="text" value="40"/>
Minimum Weekly Hours	<input type="text" value="0"/>
Contract Description	<input type="text" value="12"/>
Contract Attachments	<input type="text" value="pdf"/>
<input type="text" value="enter your comment"/>	

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During the Compensation step of the hire process;

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

**Guidelines**

Total Base Pay Range 

- 1.00 - 1.00 USD Daily added

Compensation Package

- State of Maryland - Active SPMS added

Grade

- Stipend added

Grade Profile  
(empty)

Step  
(empty)

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



**Salary**

Add

**Hourly**

Add

**Unit Salary**

Assignment Details  

- 1.00 USD per Day (1 Units Daily) added

Plan Name

- Daily Pay Unit Salary Plan added

Effective Date

- 09/15/2021 added

Actual End Date

- 08/02/2022 added

Add

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.

The screenshot displays a user interface for managing allowances. It features a title 'Allowance' at the top left. Below the title, there are two distinct allowance entries, each with its own 'Assignment Details' section and a set of control icons (a close 'X' and an edit pencil). The first entry is for 'Contract NTE\$' with an amount of 15,100.00 USD, an effective date of 09/15/2021, and an actual end date of 08/02/2022. The second entry is for 'Stipend Employee Pay Allowance' with an amount of 656.52 USD Bi-weekly, the same effective date of 09/15/2021, and an actual end date of 08/02/2022. At the bottom of the interface is a rounded rectangular button labeled 'Add'.

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:

Compensation   Pay Change History   Employee Compensation Analysis

Turn on the new tables view

Totals 1 item    

Total Base Pay	Total Salary and Allowances	Currency	Frequency
1.00	0.00	USD	Daily

**Compensation**





Compensation Package [State of Maryland - Active SPMS](#)

Grade [Stipend](#)

Total Base Pay Range [1.00 - 1.00 USD Daily](#)

Company [State of Maryland](#)

Turn on the new tables view

Plan Assignments 3 items    

Effective Date	Plan Type	Compensation Plan	Assignment	Expected End Date	End Date
09/15/2021	Unit Salary	<a href="#">Daily Pay Unit Salary Plan</a>	1.00 USD per Day (1 Units Daily)		08/02/2022
09/15/2021	Allowance	<a href="#">Contract NTE\$</a>	15,100.00 USD Contract NTE\$: Individual Target	08/02/2022	08/02/2022
09/15/2021	Allowance	<a href="#">Stipend Employee Pay Allowance</a>	656.52 USD Bi-weekly; Individual Target	08/02/2022	08/02/2022