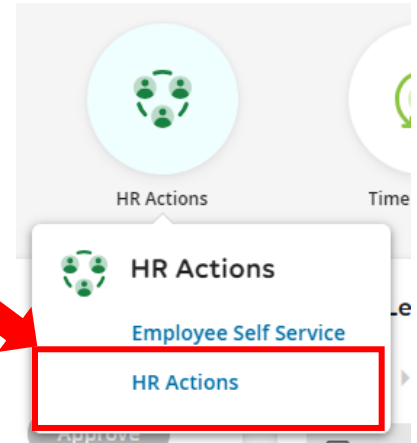


## Payment Action for Stipend Payment:

This training document is intended to provide instruction on how to submit a Payment Action for stipends:

1. Login to UKG by accessing the UKG Ready Link located under the staff tab in Portal.
2. From your home dashboard, click on the **HR Action Forms** icon and select "HR Actions."



3. **VERY IMPORTANT:** you must know if your action is Operating, Grants or Endowments in order to select the correct action. See below:
  - a. Go to **Payment Action (Stipend)- Endowments** if this is an Endowment related stipend and click on **Start** in the far right.
  - b. Go to **Payment Action (Stipend)- Grants** if this is a Grant related stipend and click on **Start** in the far right.
  - c. Go to **Payment Action (Stipend)- Operating** if this is an Operating related stipend and click on **Start** in the far right. This is the option we will select for this example.

**Payment Action (Stipend)- Endowments**

Issue one-time or series of payments from endowments funds.

**Payment Action (Stipend)- Grants**

Issue one-time or series of payments from grant funds.

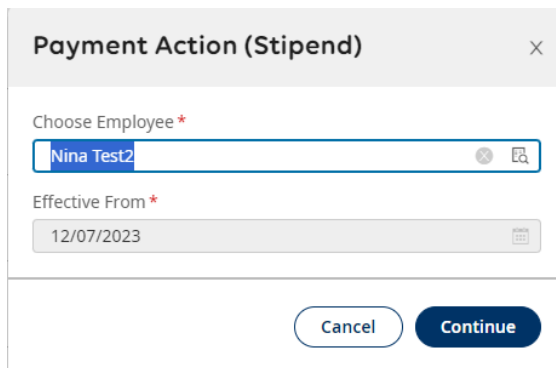
**Payment Action (Stipend)- Operating**

Issue one-time or series of payments from operating funds.

**Start**

**PLEASE NOTE:** If you have a stipend that is split between either Endowments, Grants or Operating, you must initiate an action for each type. For example, if the stipend is split between an Endowment and Grants fund, then submit the **Payment Action (Stipend)- Endowments** for the amount allocated to that budget and submit **Payment Action (Stipend)- Grants** for the amount allocated to that budget.

4. Search for the employee to initiate the action on in the **Choose Employee** field (use the magnify glass/paper icon to pull up a list to search from). Then click **Continue**.



**Payment Action (Stipend)** [X]

Choose Employee \*

Nina Test2 [X] [Magnify]

Effective From \*

12/07/2023 [Calendar]

[Cancel] [Continue]

**VERY IMPORTANT:** The Effective From date does not pertain to the date the payment goes into effect. It is a system date related to when the HR Action is created.

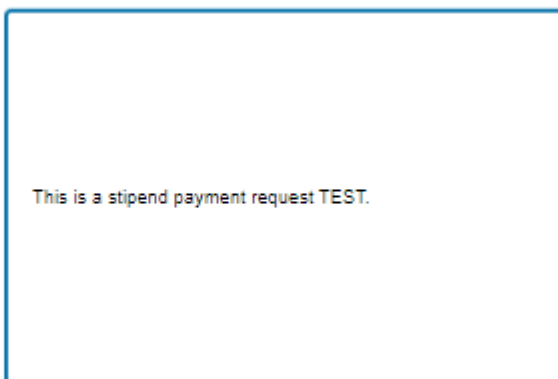
5. Provide the full amount of the stipend to be paid.

Please enter the full amount of the Stipend to be paid:\*

150.00 \$

6. Provide the reason for the stipend payment.

Please provide reason for this stipend payment:



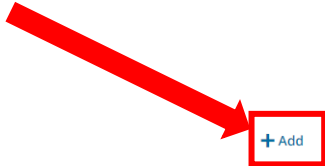
This is a stipend payment request TEST.

7. Click the **Continue** button to the next page.
8. To setup a stipend payment, an **Earning** needs to be added to the employee record. To add this, click on the **+Add** button in the upper right of the **Earnings** section:

Earnings

All Scheduled ▾

Seq.	Earning	Begin Date	End Date	Calcs	Last PR	MTD	QTD	YTD	Actions
No Data to Display									



9. Select the Earning code from the dropdown menu and the Earning popup box will appear:

**Add Scheduled Earning** ✕

Earning \*

Choose Earning ▾

- 2nd Med Part B Reimb
- Add Assignment
- Admin Stipend

**PLEASE NOTE:** The Earning code is the same as the Reason Code that was selected in the prior Payment Action System. Please see **Appendix A** for a glossary of the common reasons that can be selected. **This dropdown provides a list of all Earnings in the system and NOT all earnings are applicable for stipends.**

10. The following fields are REQUIRED to complete the request:

- a. **Begin Date**- when the stipend payment period should begin (this should fall on the start of the pay period).
- b. **End Date**- when the stipend payment period ends (this should be the last date of the pay period)
- c. **Amount**- that should be paid out each pay period. For example, if the total stipend is \$400 and it will be paid out over a series of 4 pay periods, the amount should be listed as \$100.
- d. **Frequency**- how many times the stipend should be paid out within that time period. Select the **Every Pay** option. It will pay the Amount specified during the listed period of time (the Begin and End Date provided). If it's a one-time payment, please adjust the Begin and End Date for one pay period.
- e. **Cost Center**- search for the position number if associated to a position OR select OP999 for one-time payment or QP999 for a series of payments. If you select one of the latter values, then you MUST also provide the following:
  - i. **Division/Org**- search for your index or org that the payment will be paid out of.
  - ii. **Account Override (GL)**- search for the account that the payment will be paid out of.

**\*\*\*The Division/Org and the Account Override (GL) is ONLY selected if you selected OP999 or QP999 in the Cost Center field.\*\*\***

**\*\*\*See next page screen shots\*\*\***

## Edit Scheduled Earning



### Scheduled Earning

Begin Date \*

A

04/01/2024

B

End Date

04/30/2024



Annual Max \$

Annualized Target Compensation \$

Pay Statement Types To Apply To

All Pay Statement Types



### Settings: Employee

Amount Type \*

Flat \$ Amount

C

Amount \*

75.00

\$

Minimum

N/A

Maximum

N/A

Frequency \*

D

Every Pay

Cancel

Save

Cost Center Defaults

**E** Cost Centers: New York City/President's Area/Human Resources

**i** Division/Org: Human Resources/XHR011-Talent Acquisition (H)

Activities: [ ]

**ii** Account Override (GL): E00010 - Full Time Faculty Salaries/E10010 - FT F

Jobs (HR): [ ]

School (N/A if does not apply): [ ]

Position Budgets: [ ]

Tax Location: [ ]

Position Management: [ ]

Cancel Save

11. Click **Save**.
12. Once finished, click the **Submit** button to submit your request into workflow.
13. To view the status of your request, click on the **Submitted** tab on the **HR Actions** page and refer to the Workflow State column.

← HR Actions

Available Open **Submitted** Search Actions

All Statuses This Year All Employees

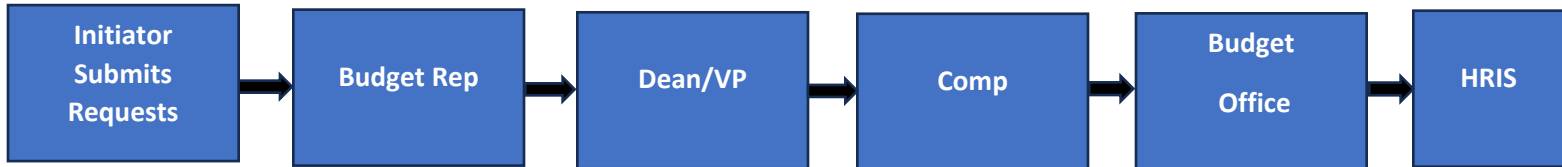
Employee	Created On	Effective Date	Status	Workflow State	Notes	Actions
Payment Action (Stipend) (1)						
NT Nina Test2	12/07/2023	12/07/2023	Submitted	Created		...

As your action moves through the workflow it will show a message for each approver who has approved it. Once it has completed workflow it will show with a **Completed** status:

Payment Action (Stipend) (2)						
RR Rudolph Reindeer	12/04/2023	12/04/2023	Submitted	Approved by Dean/VP		...
CM Coco Melon	12/04/2023	12/04/2023	Completed	Completed		...

### Payment Action Workflows:

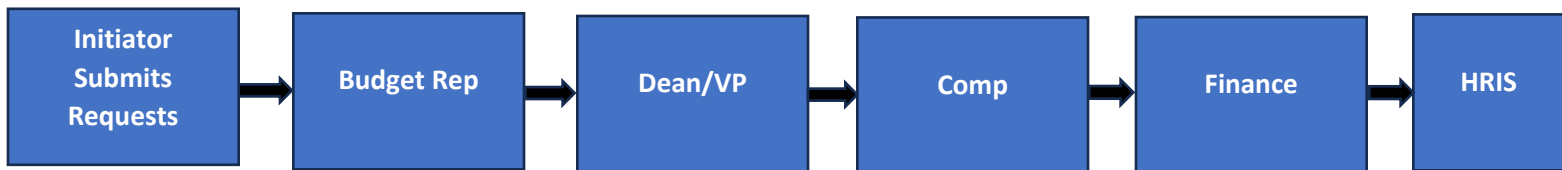
#### Payment Action (Stipend)- Operating



#### Payment Action (Stipend)- Grants



#### Payment Action (Stipend)- Endowments



**Appendix A:**

<b>Payment Action Reason</b>	<b>UKG Earning Code to Select</b>
Stipend: Administrative Stipend	Admin Stipend*
Stipend: Faculty Stipend - Annual Rate	Faculty Stipend**
Stipend: Stipend - No Fringe Benefits - for students	Student Stipend
Stipend: Stipend - Non Work Study	Student Stipend
Stipend: Temporary Faculty Stipend	Temp Fac Stip
Faculty Summer Salary	Summer Supp Rate***

\*If the employee already has an **Admin Stipend** earning code on their record, you cannot add a duplicate earning. Please select **Admin Stipend 2**. If Admin Stipend 2 is there then select **Admin Stipend 3**. If Admin Stipend 3 is there then select **Admin Stipend 4**.

\*\*If the employee already has a **Faculty Stipend** earning code on their record, you cannot add a duplicate earning. Please select **Faculty Stipend 2**. If Admin Stipend 2 is there then select **Faculty Stipend 3**. If Admin Stipend 3 is there then select **Faculty Stipend 4**.

\*\*\* This should only be used for FT Faculty and should only be selected for payments between June through August that represent a summer salary payment.