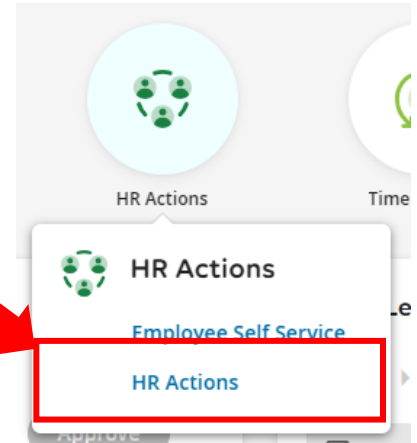# Payment Action for Stipend Payment:

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. Go to **Payment Action (Stipend)** and click on **Start** in the far right.

4. Search for the employee the action is for 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)

Choose Employee *
Nina Test2

Effective From *
12/07/2023

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 reason for the stipend payment.

Please provide reason for this stipend payment:

This is a stipend payment request TEST.

6. Click the **Continue** button to move forward.

7. 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.

Earnings

All Scheduled ▼

Seq.	Earning	Begin Date	End Date	Calcs	Last PR	MTD	QTD	YTD	Actions
ⓘ	No Data to Display								
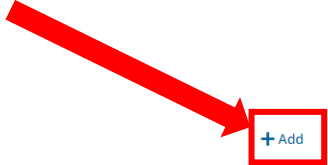
8. Select the Earning code from the dropdown menu and the Earning popup box will appear:

9. 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 Centers**- search for the position number if associated to a position OR search for your index and select the stipend type ie. Admin Stipend. The Cost Center provides the full General Ledger code to post the information back to Banner Finance.
    f. **Division/Org**- search for your index or org that the payment will be paid out of.
    g. **Position Budgets**- search for the position number if associated to a position OR search for your index and select the stipend type ie. Admin Stipend. This field tells the system whether the position is operating, endowment or grant funded.
    h. **Account Override (GL)**- search for the account that the payment will be paid out of.

See next page screen shots

Add Scheduled Earning   ✕

Earning *

| Admin Stipend ▾ |

Scheduled Earning

Begin Date *

| 12/16/2023 📅 |

End Date

| 01/31/2024 📅 |

Annual Max $

| |

Annualized Target Compensation $

| |

Pay Statement Types To Apply To

| All Pay Statement Types ⊗ 🔍 |

Settings: Employee

Amount Type *

| Flat $ Amount ▾ |

Amount *

| 2,000.00 $ |

Minimum

| N/A ▾ |

Maximum

| N/A ▾ |

Frequency *

| Every Scheduled Pay ▾ |

☐ Block Last (3rd or 5th)

Cost Center Defaults

Cost Centers

School (N/A if does not apply)

Cancel   Save

Cost Center Defaults

Cost Centers
(E)
New York City/President's Area/Human Resource ▼

School (N/A if does not apply)
[ ] ▼

Division/Org
(F)
Human Resources/XHR011-Talent Acquisition (H ▼

(G)

Position Budgets
Operating/Talent Acquisition/Admin Stipend HR(▼

Activities
[ ] ▼

Tax Location
[ ] ▼

Account Override (GL)
(H)
E00010 - Full Time Faculty Salaries/E10002 - FT F. ▼

Position Management
[ ] ▼

Jobs (HR)
[ ] ▼

Cancel   Save

10. Click **Save** once finished.

11. Click Continue to move on. **PLEAE NOTE**, the last section is for Compensation Use ONLY. Please click the **Submit** button to submit your request into workflow.

12. To view the status of your request, click on the **Submitted** tab on the **HR Actions** page and refer to the Workflow State column.

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 Workflow: