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.

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)](image)

**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.

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

   ![Earning popup box]

   **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 *
04/01/2024
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
Amount *
75.00 $

Minimum
N/A

Maximum
N/A

Frequency *
Every Pay

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.

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 Workflows:

Payment Action (Stipend)- Operating

Initiator Submits Requests → Budget Rep → Dean/VP → Comp → Budget Office → HRIS

Payment Action (Stipend)- Grants

Initiator Submits Requests → Budget Rep → Dean/VP → Comp → Grants → HRIS

Payment Action (Stipend)- Endowments

Initiator Submits Requests → Budget Rep → Dean/VP → Comp → Finance → HRIS
Appendix A:

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

*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.