

iStipend – How to Modify a Previously Submitted Stipend:

Login:



IUSD UserName:

Password:

Login to iStipend

Step 1: Select [Modify Existing Stipend](#) link

Please note:

When you start modifying a stipend, it is removed from Human Resources' list of stipends "To be Approved". Please **remember to "Resubmit the Stipend"** so that the stipend will be added back to HR's list of stipends to be approved. (Further instructions in Step 5)



Please select an option below:

[Submit One Employee Stipend](#)

[Submit Multiple Employees Stipend - ETA Fall 2017](#)

[Modify Existing Stipend](#)



Please note the following:

1. Only the original submitter will be allowed to modify and resubmit a stipend
2. A Stipend may be modified **until** HR approves the stipend. Once the stipend has been approved, it will not be modifiable unless you contact HR and ask to have the approval cleared. Once HR clears the approval, the stipend will be modifiable again.

Step 2: Enter Stipend Number



Enter Stipend Number to Modify:

Next >>

Step 3: Click on (orange) links to navigate to section to be modified

Please note:

1. Modification to **Employee** and **Service** is not allowed. This will require submitting a new stipend.
2. **“Current”** modifications allowed:
 - i. Activity
 - ii. Initiative
 - iii. Work Dates (Hourly Dates, Daily Dates, Range Dates, Monthly Dates)
 - iv. Account Code
3. If Fiscal Services returns a stipend for modification, ONLY the Account Code link will be open to modify
4. In the future, the ability to modify the Position will be made available



Review/Modify Submitted Stipend:

[Print](#)

[Chose Another Stipend](#)

Stipend #:

1

Employee:

Test Employee #12345

Position:

PE: General - (Portola High School)

Service Type:

Certificated Hourly



Activity:

Extra Work



Initiative(Optional):



Work Dates/Hours:

Date	Hours	Minutes	Account
6/19/2017	2	0	0152013710-1115
6/20/2017	2	0	0152013710-1115
6/21/2017	2	0	0152013710-1115
Total:	6	0	



Account Code:

Account Code	Amount	Overtime
0152013710-1115	\$224.34	

Total Stipend Amount:

\$224.34

Pay Instructions:

Pay full amount on next payroll

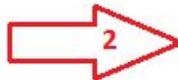
[Resubmit Stipend](#)

Step 4: Modify each section as needed, then select **Update and Return to Review** button

	Work Date	Hrs	Min	Account Code	Regular Hrs/Min	Regular PayRate	Regular Amount	OT Hrs/Min	OT PayRate	OT Amount
Edit Delete	6/20/2017	2	0	0152013710-1115	2.000	37.390	74.780	0.000	0.000	0.000
Edit Delete	6/21/2017	2	0	0152013710-1115	2.000	37.390	74.780	0.000	0.000	0.000
Totals:		4	0		4.000		\$149.560	0.000		\$0.000

Total Stipend Amount: \$149.56

Select **Update and Return to Review** Button



Update and Return to Review

Things to notice when modifying regular hours to OT hours

Please note:

1. Original input of hours is in hours and minutes. The edit needs to be in decimals. Typically this will be in the original stipend so you can copy it

Before Editing to OT hours

Regularly Scheduled Hours Per Day = 6.00

	Work Date	Hrs	Min	Account Code	Regular Hrs/Min	Regular PayRate	Regular Amount	OT Hrs/Min	OT PayRate	OT Amount
Edit Delete	8/12/2017	5	30	0160011710-2115	5.500	26.143	143.787	0.000	39.215	0.000
Totals:		5	30		5.500		\$143.787	0.000		\$0.000

Total Stipend Amount: \$143.79

After Editing to OT hours

Regularly Scheduled Hours Per Day = 6.00

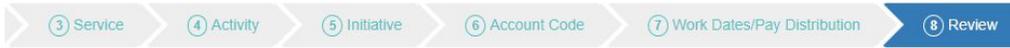
	Work Date	Hrs	Min	Account Code	Regular Hrs/Min	Regular PayRate	Regular Amount	OT Hrs/Min	OT PayRate	OT Amount
Update Cancel	8/12/2017	<input type="text" value="5"/>	<input type="text" value="30"/>	0160011710-2115	<input type="text" value="0"/>	26.143	143.787	<input type="text" value="5.50"/>	39.215	0.000
Totals:		0	0		0.000		\$0.000	0.000		\$0.000

Total Stipend Amount: \$0.00

Step 5: Select “Resubmit Stipend” when all modifications have been made

Please note:

2. By selecting Resubmit Stipend button:
 - a. Stipend is added back to Human Resources list of stipends to be approved
 - b. An email confirmation will be sent to submitter and account manager



Review/Modify Submitted Stipend: Print Choose Another Stipend

After modifying this stipend, please **RESUBMIT** this stipend as it will not be processed unless it is resubmitted

Stipend #: **4229**

Employee: Cristian A. Manzano # 58602

Position: Maint IV: Utility - (Maintenance & Operations)

Service Type: Classified Hourly

Activity: Striping at WHS/ Paint portable at LSMS

Initiative(Optional):

Work Dates/Hours:

Date	Hours	Minutes	Account
8/4/2017	3	30	0100505381-2265
8/9/2017	6	0	0100505381-2265
8/10/2017	2	0	0100505381-2265
Total:	11	30	

Account Code:

Account Code	Amount	Overtime
0100505381-2263	\$473.75	OT

Total Stipend Amount: **\$473.75**

Pay Instructions: Pay full amount on next payroll

Reply Reply All Forward IM



Mon 7/3/2017 11:24 AM

HR@iusd.org

Stipend Confirmation - Stipend ID #1 for Test Employee #12345

To Patrice Peterson

This MODIFIED stipend has been resubmitted to Human Resources on 7/3/2017 11:24:16 AM.

You will be contacted if additional information is required.

[Click Here to View Modified Stipend](#)