

How to Submit A Multi Employee Stipend Same Activity- Certificated

iStipend Submission Link: <https://apps.iusd.org/istipend>
(For technical support please submit a ticket through Help Desk helpdesk@iusd.org)

Login:

Use your regular computer name and password to login, then step through the iStipend wizard



IUSD UserName:

Password:

Login to iStipend

Select certificated multiple employee stipend.



Please keep email confirmation for your records.

One Employee Stipend

Multiple-Employee Stipend - Same Activity

Certificated
Classified



Modify Existing Stipend

View Submitted Stipends

Exit Application

1. Enter Same Activity:

The screenshot shows the 'iSTIPEND' logo at the top with the tagline 'Single Activity - Multi-Employee (SAME)'. Below the logo is a horizontal progress bar with eight steps: 1 SAME-Activity (highlighted in blue), 2 SAME-Service, 3 SAME-Initiative, 4 SAME-Account, 5 SAME-Work Dates, 6 Employee, 7 Position, and 8 Review. The main content area has the label 'Enter Activity Description:' followed by a large, empty yellow text input box. At the bottom of the form are two buttons: '<< Back' and 'Next >>'. A dashed horizontal line is positioned below the 'Next >>' button.

2. Select Same Service

The screenshot shows the 'iSTIPEND' logo at the top with the tagline 'Single Activity - Multi-Employee (SAME)'. Below the logo is a horizontal progress bar with eight steps: 1 SAME-Activity, 2 SAME-Service (highlighted in blue), 3 SAME-Initiative, 4 SAME-Account, 5 SAME-Work Dates, 6 Employee, 7 Position, and 8 Review. The main content area has the label 'Select Multi-Employee Service:' followed by a yellow text input box containing the text 'Certificated Agreed Upon Amount' and 'Certificated Hourly'. To the right of the input box is a white callout box with a black border containing the text: 'Certificated has two options. The service you select should be the same for all employees on the stipend.' At the bottom of the form are two buttons: '<< Back' and 'Next >>'. A dashed horizontal line is positioned below the 'Next >>' button.

3. Select Same Initiative (optional)



- 1 SAME-Activity
- 2 SAME-Service
- 3 SAME-Initiative
- 4 SAME-Account
- 5 SAME-Work Dates
- 6 Employee
- 7 Position
- 8 Review

Select Initiative (optional):

<< Back Next >>

Service: Certificated Stipend - Agreed Upon Amount

4. Select Same Account



- 1 SAME-Activity
- 2 SAME-Service
- 3 SAME-Initiative
- 4 SAME-Account
- 5 SAME-Work Dates
- 6 Employee
- 7 Position
- 8 Review


Enter Account Code

Account Code
+ - Enter

<< Back Next >>

Service:

5. Select Work Dates (There will be two options Based on the Service Selected)



1 SAME-Activity 2 SAME-Service 3 SAME-Initiative 4 SAME-Account 5 SAME-Work Dates 6 Employee 7 Position 8 Review

7A. Enter DAILY Work Dates and Hours Per Day:

Select Date(s):

February 2018

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10


Account:

Hours: Minutes:

Full Amount Next Payroll

Certificated Hourly

Total Stipend Amount: \$112.17



1 SAME-Activity 2 SAME-Service 3 SAME-Initiative 4 SAME-Account 5 SAME-Work Dates 6 Employee 7 Position 8 Review

7A. Enter RANGE of Dates, Amount and Account:

From Date:

To Date:

Amount:

Select Account:

0111801010-1115

7B. Default Pay Distribution:


Distribute amount over date range worked

Agreed Upon Amount

Total Stipend Amount:

Service: Certificated Stipend - Agreed Upon Amount

6. Select Employee



1 SAME-Activity 2 SAME-Service 3 SAME-Initiative 4 SAME-Account 5 SAME-Work Dates 6 Employee 7 Position 8 Review

Select Employee ID:

-or-

Select Employee Name:

7. Select Position



- 1 SAME-Activity
- 2 SAME-Service
- 3 SAME-Initiative
- 4 SAME-Account
- 5 SAME-Work Dates
- 6 Employee
- 7 Position**
- 8 Review

Select Employee Position:

PE: General - (Portola High School)
Athletics - (Portola High School)
Head Coach (CE) - (Portola High School)
Athletics - (Portola High School) 2016-17
PE: General - (Portola High School) 2016-17

<< Back Next >>

8. Review



- 1 SAME-Activity
- 2 SAME-Service
- 3 SAME-Initiative
- 4 SAME-Account
- 5 SAME-Work Dates
- 6 Employee
- 7 Position
- 8 Review**

Review/Submit:

Print

Stipend #: 13701
Employee: Peter Abe # 19633 [Add Another Employee](#)
Position: PE: General - (Portola High School)
Service Type: Certificated Stipend - Agreed Upon Amount
Activity: Summer School
Initiative(Optional):
Date Range: From: 2/12/2018 To: 2/14/2018
Account Code:

Account Code	Amount	Overtime
0111801010-1115	\$50.00	

Total Stipend Amount: **\$50.00**
Pay Instructions: Distribute amount over date range worked

<< Back [Submit Multi-Employee Stipend](#)



Once you review the information is accurate for this employee, then select **add another employee** and it will take you to tab 5 and you can enter their information and work dates. The system will create a separate stipend for each employee based on the common activity, service and account.
Tip: Adding 20 employee stipends at a time seems to be what the system is handling with no issues.



Once all employees have been entered, then submit the multi employee stipend and all will be submitted.

Email Confirmation: Showing that separate stipends were entered for each employee.



Fri 2/9/2018 3:49 PM

HR@iusd.org

Single Activity, Multi-Employee Stipend Confirmation

To  Patrice Peterson

[Stipend ID #10974 for Peter Abe, EmpID 19633 has been submitted to Human Resources on 2/9/2018 3:49:02 PM.](#)

[Stipend ID #10975 for Katie Aguilar, EmpID 58814 has been submitted to Human Resources on 2/9/2018 3:49:02 PM.](#)

[Stipend ID #10976 for Brenda Ahnn, EmpID 48133 has been submitted to Human Resources on 2/9/2018 3:49:02 PM.](#)

