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: [   ]

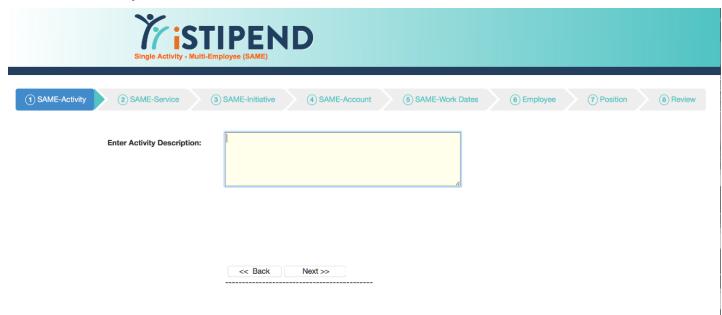Password: [   ]

[Login to iStipend]

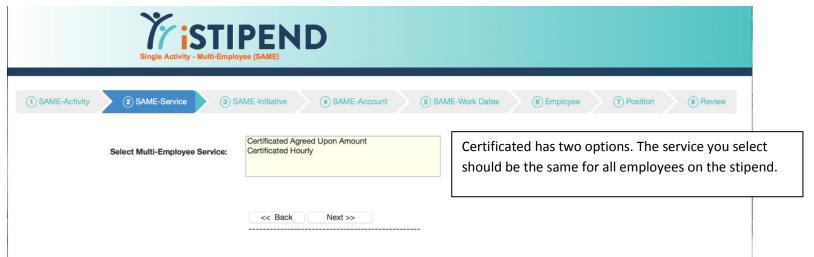**Select certificated multiple employee stipend.**

Please keep email confirmation for your records.

One Employee Stipend

Multiple-Employee Stipend - Same Activity
    Certificated ◄────
    Classified
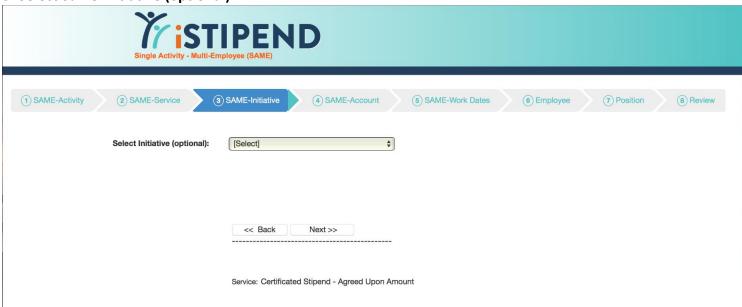
Modify Existing Stipend

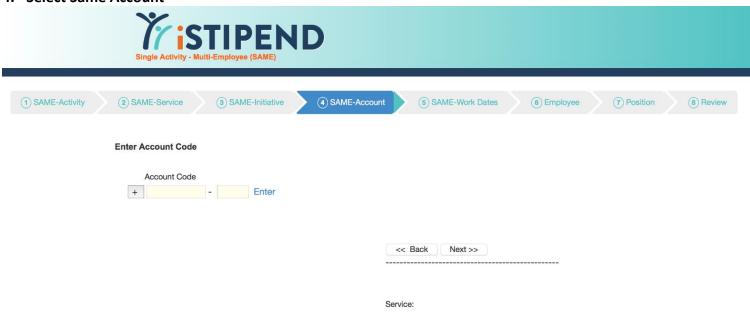View Submitted Stipends

Exit Application

1. **Enter Same Activity:**

iSTIPEND
Single Activity - Multi-Employee (SAME)

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

Enter Activity Description:

[text entry box]

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2. **Select Same Service**

iSTIPEND
Single Activity - Multi-Employee (SAME)

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

Select Multi-Employee Service:

Certificated Agreed Upon Amount
Certificated Hourly

Certificated has two options. The service you select should be the same for all employees on the stipend.

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3. Select Same Initiative (optional)

iSTIPEND
Single Activity - Multi-Employee (SAME)

(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):   [Select] ▼

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Service: Certificated Stipend - Agreed Upon Amount

4. Select Same Account

iSTIPEND
Single Activity - Multi-Employee (SAME)

(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

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Service:

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

Certificated Hourly

Agreed Upon Amount

6. Select Employee

7. Select Position

8. Review

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.