How to Submit A Multi Employee Stipend Same Activity-Classified

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

iSTIPEND

IUSD UserName: [   ]

Password: [   ]

[Login to iStipend]

Select classified multiple employee stipend.

iSTIPEND

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:

2. Select Same Service

3. Select Same Initiative (optional)

4. Select Same Account

6. Select Employee

iSTIPEND
Single Activity - Multi-Employee (SAME)

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

Select Employee ID: [Select] ⏷

-or-

Select Employee Name: [Select] ⏷

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6. Select Position

iSTIPEND
Single Activity - Multi-Employee (SAME)

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

Select Employee Position:
Inst Asst - (Canyon View)
Inst Asst - (Canyon View) 2017-18 Inactive
Inst Asst - (Canyon View) 2016-17

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Employee Name: Roseann C. Adams
Employee ID: 53737
Service: Classified Hourly

7. Select Work Dates

iSTIPEND
Single Activity - Multi-Employee (SAME)

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

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

Select Date(s):

June 2018

<						>
Su	Mo	Tu	We	Th	Fr	Sa
27	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	29	30
1	2	3	4	5	6	7

Account:
0111813710-2115

Hours: Minutes:

Enter

7B. Default Pay Distribution:

⊙ **Full Amount Next Payroll**

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Employee Name: Roseann C. Adams
Employee ID: 53737
Position: Inst Asst - (Canyon View)
Service: Classified Hourly

8. Review

iSTIPEND
Single Activity - Multi-Employee (SAME)

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

Review/Submit:

Stipend #:	**19126**
Employee:	Roseann C. Adams # 53737
Position:	Inst Asst - (Canyon View)
Service Type:	Classified Hourly
Activity:	Test
Initiative(Optional):	

Add Another Employee

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.

Work Dates/Hours:

Date	Hours	Minutes	Account
6/1/2018	3	0	0111813710-2115
Total:	**3**	**0**	

Account Code:

Account Code	Amount	Overtime
0111813710-2115	$58.63	

Total Stipend Amount: **$58.63**

Pay Instructions: Pay full amount on next payroll

<< Back   **Submit Multi-Employee Stipend**

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.