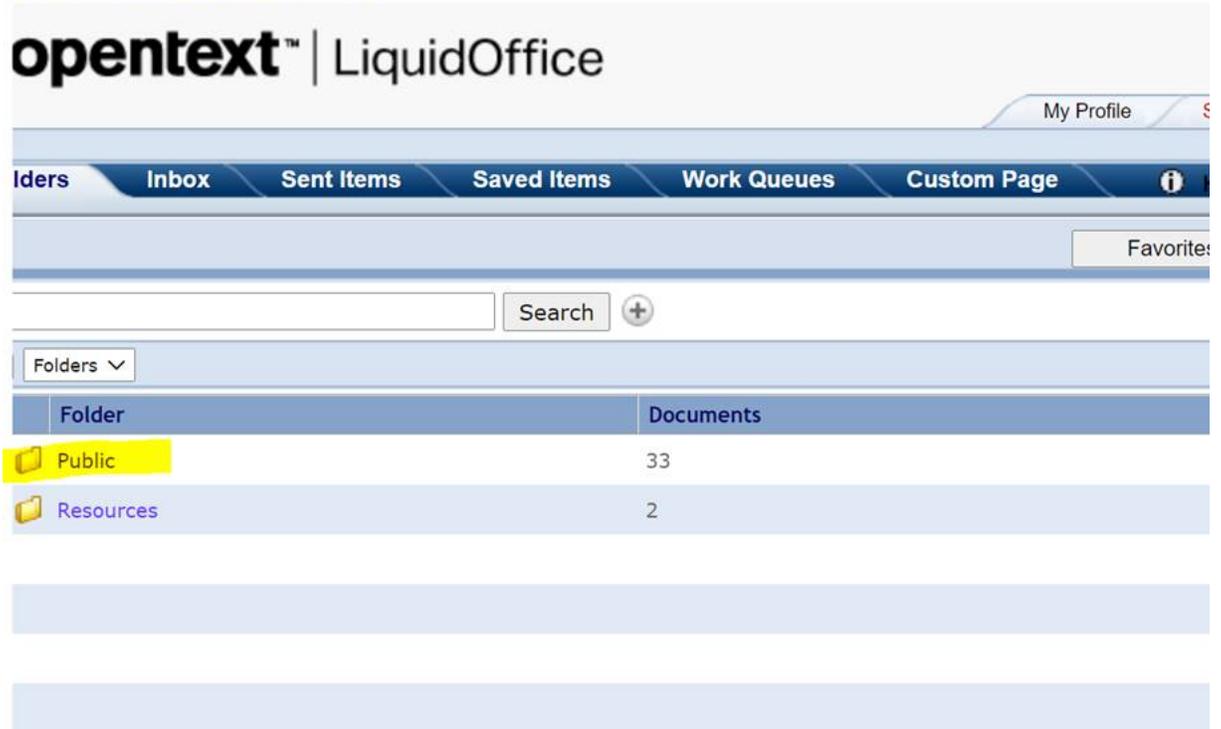


## How to process a faculty/staff stipend:

1. Go to: [LiquidOffice \(seattlecolleges.edu\)](http://LiquidOffice (seattlecolleges.edu))
2. Use your EAD to sign in.
3. Click on Public:

### SCD eForms Server



The screenshot shows the OpenText LiquidOffice interface. At the top, there is a navigation bar with tabs for "Folders", "Inbox", "Sent Items", "Saved Items", "Work Queues", and "Custom Page". Below this is a search bar with a "Search" button and a plus sign. A "Folders" dropdown menu is visible, and below it is a table listing folders and their document counts.

Folder	Documents
Public	33
Resources	2

4. Click on District\_Wide:

Navigation tabs: Folders, **Inbox**, Sent Items, Saved Items, Work Queues, Cus

Search:  Search

Public

	Name	Documents
1	Campus	20
2	District_Wide	13

5. Click EMPSRVS:

Navigation tabs: **Folders**, Inbox, Sent Items, Saved Items, Work Queues

Search:  Search

District\_Wide

	Name	Documents
1	EMPSRVS	9
2	FINAR	1
3	Services	1
4	Utility	2

6. Click Stipend Process:

[Folders](#)
[Inbox](#)
[Sent Items](#)
[Saved Items](#)
[Work Queues](#)



	Name
1	  <a href="#">Add Assignment Menu</a> Add/Change/Delete/Terminate Employee Assignments Menu. <a href="#">More Info</a>
2	  <a href="#">JobClassCodeLookUp</a>
3	  <a href="#">name_change_process</a>
4	  <a href="#">New_Hire_process</a>
5	  <a href="#">SIDLookUp</a>
6	  <a href="#">stipend_facstu_process</a>
7	  <a href="#">Stipend_Process</a>
8	  <a href="#">TransportationPayrollDeductionProcess</a>
9	  <a href="#">Volunteer_Process</a>

**Then follow the below instructions.**

The Stipend E-form has a different workflow than the original E-form. The current workflow will be, the department will create the stipend e-form and send it to their College Business Office using the submit button. The Business office will review the chart string and combo code. If the combo code is incorrect, Business Office will be able to change the e-form to the correct combo code. Once this has been completed, they will then select who should approve the payment such as a Dean or a Manager. Once approved by the Dean/Manager it will forward to the Payroll Office for processing, unless the total dollar amount is over \$1000 the VP over the area will need to approve and anything over \$2000 the President for the college will approve.

**Steps to create a Stipend E-form**

<https://eforms.seattlecolleges.edu/lfserver> >Folders>Public>District Wide>EmpSrvs>Stipend\_Process

1. Enter Emplid.
2. Check Name to confirm the correct Emplid was entered.
3. Select Employee Type: Exempt, FT Faculty, PT Faculty, or Student
4. Select Job Class: 010006 for Exempt and Faculty, 010008 Student
5. Select Campus: The campus you select will determine which Business Office the E-form will route to.
6. Select Department
7. Enter Supervisor Name
8. Enter Start date: when will the stipend work begin?
9. Enter End Date: when will the work be finished?
10. Enter Hours Worked: total number of hours worked.
11. Enter Total Contract Amount
12. Semi-Monthly Amt will automatically calculate based on the dates and the total contract amount.
13. Enter Reason for the Stipend: What is the stipend for, the calculation for the total amount to be paid.
14. Select Operating Unit 7060 District, 7062 Central, 7063 North, and 7064 South
15. Enter the chart string, percentage, and combo code. If multiple budgets are used select the plus sign to add a row.
16. Notes: If the stipend is funded by a grant use the note section to add the PC Business Unit, Project and Activity for each grant funded budget.
17. Review entries and select submit.

Example Stipend



# Employee Services Stipend Form

PROCESS#: 0  
CURRENT TASK:

Employee ID	Employee Name	Employee Type		
101023520	Sue Engel	Select One		
Job Title	Job Class	Campus	Department	Supervisor Name
Stipend	010006	District	DIST HUMAN RESOURCES	Jennifer Dixon
Start Date	End Date	Hrs. Worked	Ttl Contract Amount	Semi-Monthly Amt
4/5/2021	6/15/2021	10.00	\$350.00	\$70.00

Reason for Stipend

Stipend Example

Enter what the stipend is for and the calculation for the total contract amount. ( the semi-monthly amount calculates using the start and end dates along with the total contract amount)

Operating Unit	Account	Fund	Appr	Class	Department	Pct %	Combo Code
7060	5000020	149	082	14700		100.00	<input type="text"/>

Signature Log

Notes

For grant funded stipends please use this section to add :

PC Business Unit  
Project:  
Activity: