

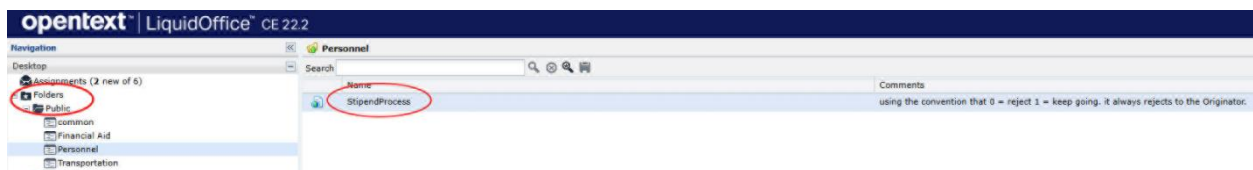
Submitting a Stipend – Originator

Guide to amounts and required approval chain

All stipends initially submitted	Business Office Review and Approval
All stipends	Budget Owner/Department Approver
\$2,500 or greater	Department, VP/VC Approvers
\$6,000 or greater	Department, VP/VC Approvers, President/Chancellor Approvers
All stipends final approval	Payroll

Submitting a Stipend Request

1. Login to OpenText via [Seattle Colleges District Document Workflows](#). Login using your MySeattleColleges credentials (usually firstname.lastname and password).
2. Once logged in to OpenText, you can navigate to the Stipend process by following this path. Folders > Public > Personnel > Stipend Process



3. Double-Click on the Stipend Process heading to start a new form.
4. Fill in the required fields
 - a. Recipient Section – Name and email fields are automatically filled
 - i. EMPLID of the employee receiving the stipend
 - ii. Employee Class Drop down – full or part time
 - iii. Your Campus drop down – where the work is to be completed

Recipient		
*Employee ID	*Employee Class	*Your Campus
<input type="text"/>	Select One ▼	Select One ▼
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>

***Required Fields**

- b. Stipend Section – Semi-Monthly Amount will automatically fill.
 - i. Start Date – the day the work starts
 - ii. End Date – the day the work ends

- iii. Stipend Work Supervisor – Name of the person supervising the stipend work
- iv. Reason for Stipend
- v. Hours Worked – how many hours will the work require
- vi. Total Contract Amount – full stipend amount

**Note – Documents can be attached to the stipend optionally by clicking the Add/View Attachments button*

Stipend			
Start Date *	End Date *	Stipend Work Supervisor *	Add/View Attachments
<input type="text"/>	<input type="text" value="2025-06-23"/>	<input type="text"/>	
Reason for Stipend *			
Hrs. Worked *	Ttl Contract Amount *	Semi-Monthly Amt	*Required Fields
<input type="text"/>	<input type="text"/>	<input type="text"/>	

- c. Budget Section – Most fields will automatically fill.
 - i. Combo Code – the budget combo code
 - ii. Percentage – what percentage of the budget will be used for this stipend.

**Note – If more than one budget is being applied, percentages must add up to 100%.*

**Note - Entering an invalid combo code will result in an error message. You must remove the incorrect budget by clicking the “-“ button.*

Budgets

Budget Allocation	Budget Details	Approval Chain
Combo Code * <input type="text" value="009202401"/> % * <input type="text" value="100"/>	Account <input type="text" value="5000070"/> Department <input type="text" value="Training"/> Operating Unit <input type="text" value="7060"/> Appropriation <input type="text" value="171"/> Class <input type="text" value="001"/> Fund <input type="text" value="24J"/> Activity <input type="text"/> Project <input type="text"/>	Budget Owner <input type="text" value="Mel.Corning"/> 2nd level approval <input type="text" value="Laura.Rose"/>
Required	} Autofill Section	Autofill Section

5. Submit, save or cancel the form. After the form is submitted, it will show in your Sent Items inbox.

Submit

Save (Inbox)

Cancel

Select an Action

Action Log

**Note - Saved forms will show in your Assignment list. You can re-open and finish them from there*

**Note - Submitted forms will not show in your inbox unless they are rejected by an approver.*