

Initiating Student Stipend

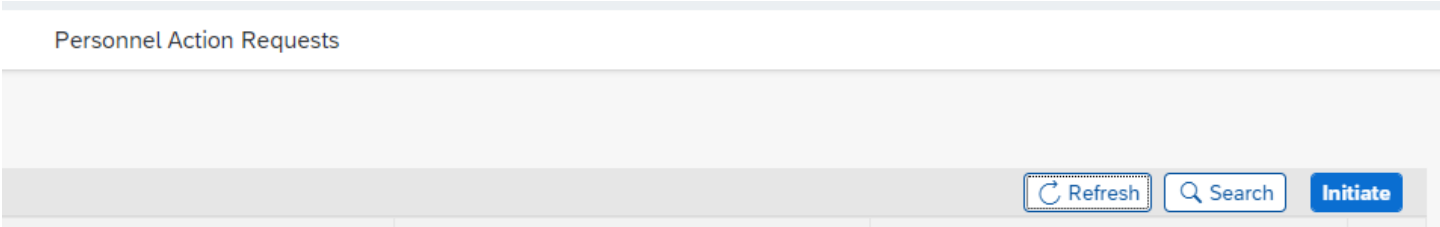
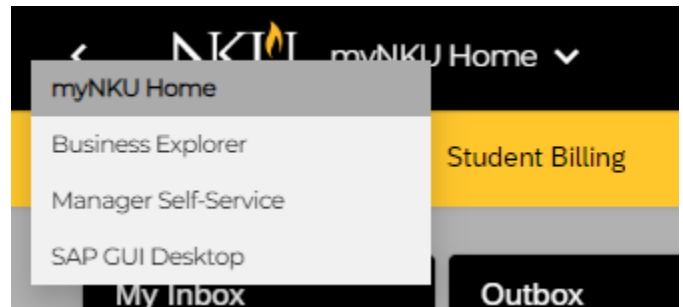


Purpose: This form is used to create a new student stipend request for student employees that have an active stipend position in the desired department. If the stipend is for a student that has not worked at NKU before then New Hire Paperwork will need to be completed and submitted to Student Employment. If the stipend is for a student that doesn't have an active stipend position in the desired department then an additional assignment form will need to be completed first. If you have any questions about a student's status then please contact Student Employment at studentemployment@nku.edu

Accessing the Form in myNKU

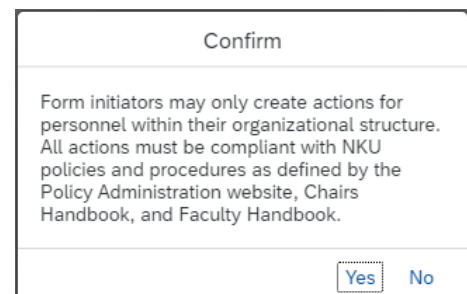
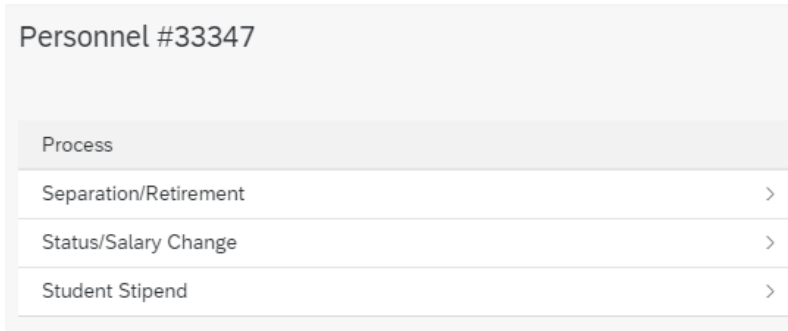
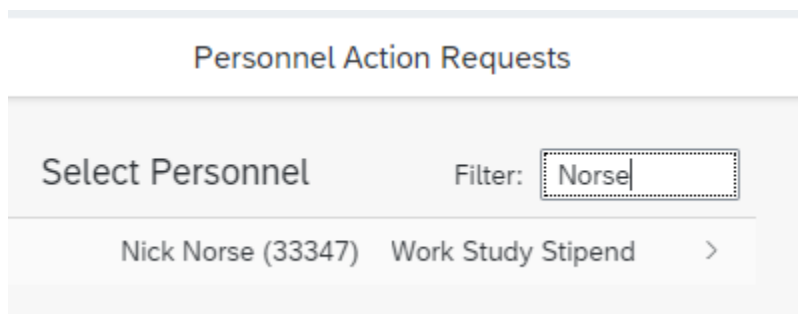
Form initiators may only create forms for employees within their organizational structure.

1. Log in to myNKU
2. Click the drop down at the top of the screen labeled myNKU Home and Select **Manager Self-Service**
3. Click **Initiate**



Finding an Employee

1. Search for the employee by scrolling through the list, or use the filter.
2. In the filter you can search for an employee by typing their name or personnel number.
3. Select the employee from the list and then choose student stipend and then choose Yes in the pop-up to begin the process.



Completing the Stipend Form

The screen will look similar to the one below, providing you the student's position information.

Change Request

0 Attachments Student Stipend

Nick Norse (00033347) as of 2024-09-03
 Position: 30002920 (Work Study Stipend)
 Org. Unit: 11000021 (Biological Sciences)
 College Org.: 11000019 (College of Arts & Sciences)
 Superior Org.: 11000004 (Academic Affairs)
 Personnel Group: F (Student)
 Personnel Subgroup: F4 (Student Stipend Nex)
 Personnel Area: 1000 (Main Campus)
 Personnel Subarea: 1001 (Highland Hghts)

Cost Center: 0235020001 (Biological Sciences)
 Grant: NOT RELEVANT (NOT RELEVANT)
 Functional Area: 0100 (Instruction)
 Fund: 0111000100 (Unrestrctd Curr Fund)
 Business Area: 100 (Northern Kentucky University)
 Payroll Area: B2 (NKU Biweekly)
 Annual Salary:
 Weekly Hours:

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Payment Reason:

*Assignment Start:
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*Assignment End:
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*Total Payment (USD):

The use of this form is restricted to research assistants, resident advisors, student media, student athletic team managers, and pep band, graduate assistants, teaching assistants, and graduate teaching instructors. This form is not to be used for supplemental pay. Payroll will have the final say in determining student eligibility to receive stipends based on compliance with the Department of Labor.

*Job Description:

*Estimated Hours :

Cost Center Override:

Comment:

Submission:

First, you will need to complete the required information. The **Payment Reason** will autofill as Student Stipend, this doesn't need to be changed. The **Assignment Start** and **Assignment End** date will be used to select when the student will be paid during this stipend. The student will have their payment evenly divided between all included pay periods, even if only one day from that pay period is included. Please consult the Payroll Calendar for the current year to select proper dates. The **Total Payment** box will need to have the entire payment that the student will be paid over the course of the stipend. The **Job Description** box is required as an explanation of why this student should be paid with a stipend rather than hourly. The **Estimated Hours** box should be filled with the number of expected hours the student will work over the course of the stipend.

Payment Reason:

*Assignment Start:
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*Assignment End:
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*Total Payment (USD):

The use of this form is restricted to research assistants, resident advisors, student media, student athletic team managers, and pep band, graduate assistants, teaching assistants, and graduate teaching instructors. This form is not to be used for supplemental pay. Payroll will have the final say in determining student eligibility to receive stipends based on compliance with the Department of Labor.

*Job Description:

*Estimated Hours :

Next, you will have the option to complete the optional fields. The **Cost Center Override** box is used to provide a specific cost center, that you would like the student to be paid from. If none is provided then it will default to the cost center associated with the position. The **Comment** box is to provide information to approvers and HR about anything they may need to know when approving this stipend.

Cost Center Override: <input type="text" value="type (ex: 'nursing') for suggestions"/>	Comment: <input type="text" value="(optional)"/>
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When a specific cost center is provided then this will provide the option to select a **Grant Number** or **Internal Order Number**. When these boxes are provided you will be able to hit the drop down and select from the provided options.

Cost Center Override: <input type="text" value="0235020055"/>	Cost Center Override: <input type="text" value="0235001025"/>
Grant: <input type="text" value="4001378 S3OAR-Sustainable, Scalable, Scholarshi..."/>	Internal Order Number: <input type="text" value="280000200002 Parker - Start-up"/>

Submitting the Student Stipend

When all required information is complete, you can select Check for Submission in the lower right corner.

<input type="button" value="Save Draft"/>	<input type="button" value="Check for Submission"/>
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After selecting Check for Submission, the only change will be the Pay Period Amount, which will show you the amount that will be paid out each pay period. You can also use Save Draft to save your work and come back to finish it later.

Finally, select Confirm and Submit in the lower right corner and the stipend will be submitted for approvals. You can select Edit if you need to go back and make a correction before submitting.

Payment Reason: <input type="text" value="* Student Stipend"/>
Assignment Start: <input type="text" value="09/02/2024"/>
Assignment End: <input type="text" value="09/27/2024"/>
Total Payment (USD): <input type="text" value="\$ 100.00"/>
Pay Period Amount: <input type="text" value="50.00"/>

<input type="button" value="Edit"/>	<input type="button" value="Confirm and Submit"/>
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