



# San Lorenzo Valley Unified School District

## PROCEDURES FOR PAYING STIPEND EMPLOYEES

The Administrative Assistant, or appropriate school site personnel, completes the “Employee Stipend Hiring and Payment Form” and Employee Service Contract when applicable. They will then obtain the appropriate administrator signature for approval. **(Please Note: the appropriate “Pay On” date for regular employees is the last day of the month; the appropriate “Pay On” date for substitute/contract employees is the 10<sup>th</sup> of the month.**

1. Forward the completed form to the Personnel Assistant – Personnel Department.
2. The Personnel Assistant forwards to the Accountant in the Business Services Department for budgetary consideration. Please verify your budget number for accuracy. **This could delay the process if not accurate.**
3. Once approved, the Accountant will initial the budget number and have the Chief Business Officer of Business Services sign as approved and return the form to the Personnel Assistant.
4. The Personnel Assistant will check the Personnel database for:
  - Payroll paperwork
  - TB test result date
  - DOJ/Fingerprints completion

If none of the above is in the Personnel database, the Personnel Assistant will notify you to contact the **new employee to call and make an appointment** to come into the Personnel Department with their **Social Security Card** and **Drivers License** to complete their:

- payroll paperwork
- receive information on obtaining a TB test result
- receive information on obtaining fingerprint clearance

When all payroll paperwork, TB test result, and fingerprints are completed, the Personnel Assistant will notify you that the employee is ready to work.

5. Upon completion of the Personnel Department processing, the Personnel Assistant will forward the Stipend paperwork to the Payroll/Benefits Specialist.

**Please note:**

Allow at least (4) four weeks for board approval before the employee can begin working.

Regular employee stipends must be received by the Personnel Department no later than 10<sup>th</sup> of the month to allow time for processing.

Substitute employee stipends must be received by the Personnel Department no later than the 18<sup>th</sup> of the month to allow time for processing.