



## PROCESS FOR PAYMENTS

### 1. TO QUALIFY

To qualify for a stipend payment, the individual must be a current LACCD employee. If the individual is not a current LACCD employee, the individual must complete the hiring process before he or she may be considered to receive stipend payments.

### 2. WHAT TO DO

Stipend payment requests must be on the Stipend Request spreadsheet that includes the name of the employee, the assignment number, date of payment, the amount of payment, the wage type to be used for payment, the funding source of the payment(s), and the duties performed and/or services rendered.

- Please make sure that the assignment number for payment is for an active assignment. Payments can only be entered on active assignments. Please refer back to [HR Guide H-410 Wage Types, One Time Payments](#) concerning any limitations on wage types used for specific job classifications.
- The payment date must be the end of month date that the duties were performed, which may or may not coincide with the end of the semester date.
- Refer to [HR Guide H-410 Wage Types, One Time Payments](#) when determining which wage type to use for the stipend payment. If using wage types 1466 Professional Expert Session or 1495 Professional Expert Project, please refer to the [Personnel Commission's page on the LACCD website](#) or contact the Personnel Commission for instructions and forms. Also, please refer to [HR Guide R-400, Athletic Directors and Coaches](#) for more information on payment details.
- The stipend payment request must be approved (at minimum) by a Vice President in order to be processed. The approval can be via email (in the same email thread to HR) or signed on the spreadsheet which is scanned and sent to HR. Approvals on a worksheet without dollar amounts to be paid are unacceptable and will be rerouted back to the campus.

### 3. WHAT TO EXPECT

- Every effort will be made to process payments by the end of the month if the guidelines above are followed and the request is received by the 20<sup>th</sup> of the month.
- Stipend Payment Requests received after the 20<sup>th</sup> of the month may not be paid until the following month.
- All payment requests submitted must be reviewed to determine retirement eligibility. In the event it is determined that the payment is non-credible for retirement, the appropriate non-retirement wage type will be used for the payment.