Stipend Processing for Grants

All stipend processing should happen through Paycom. As a best practice, employees should not enter their own stipends, since doing so can conflict with the principle of separation of duties.

Step 1: Project Director/Principal Investigator (PD/PI) Submission
- PD/PI emails the designated individual (employee's supervisor, dean, or other authorized person) with:
  - A list of individuals receiving stipends
  - The compensation amount for each individual
  - If this is a one-time payment or multiple installments
  - Supporting documentation justifying the payments (for example, explanation of work done, budget narrative, and/or budget)
  - The GL to be used

Step 2: PAF Entry in Paycom
- The designated individual:
  - Creates the PAF in Paycom
  - Uploads the PD/PI's email from Step 1 as documented approval
  - Attaches all supporting documentation
- If stipends share the same amount, GL line, and documentation, they may be submitted as a batch rather than individually.

Step 3: Cabinet Approval
- The request automatically routes to the Cabinet member for review and approval.

Step 4: Grant Manager Review
- After Cabinet approval, the request routes to Grant Manager Elvin Martinez for review and funding verification.

Step 5: Final HR Approval
- After Grant Manager approval, the request routes to Human Resources for final review and approval, and then to payroll for payment.

Effective: October 24, 2025

STIPEND REQUEST WORKFLOW (GRANT-FUNDED)

PI SUBMISSION

The Principal Investigator (PI) emails the designated individual (employee's supervisor, dean, or other authorized person) with:

- List of individuals receiving stipends
- Compensation amounts for each individual
- Supporting documentation justifying the payments

REQUEST ENTRY

The designated individual:

- Creates the Personnel Action Form for each individual in Paycom*
- Uploads the PI's email communication as documented approval
- Attaches all supporting documentation
- *If stipends are for the same amount, same GL line, and supported by the same documentation, they can be submitted as a batch rather than individually.*

GRANT MANAGER REVIEW

Once Cabinet approval is complete, the request routes to Grant Manager Elvin Martinez for review and verification of grant funding.

CABINET APPROVAL

The request automatically routes to the Cabinet Member for review and approval.

FINAL HR APPROVAL

After Grant Manager approval, the request is routed to Human Resources for final review, approval, and then sent to payroll for payment.