Overview

Department Processors are responsible for initiating stipend changes for Special Payroll employees in Core-CT. Once submitted, the Smart HR template is routed to the Department Approver for approval, and then sent to Payroll to finalize in Job.

There are two Smart HR templates Department Processors or the HR Department will use to submit a stipend change:

<table>
<thead>
<tr>
<th>Template ID</th>
<th>Description</th>
<th>Who Uses It</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC_TBH_DC_SPNT_PAY</td>
<td>Special Payroll Non-Teaching Pay Change</td>
<td>Department Processor</td>
</tr>
<tr>
<td>UC_TBH_DC_SPT_PAY</td>
<td>Special Payroll Teaching Pay Change</td>
<td>Department Processor</td>
</tr>
</tbody>
</table>

This job aid walks through the steps to complete the following stipend change:

- Special Payroll Teaching Stipend Change
UConn/Core -CT: Employee Data Changes: Stipend Changes
Version 1.0

Process Steps: Special Payroll Teaching Stipend Change
Scenario: A special payroll teaching employee is going to teach five credit hours instead of the original three that were submitted in the Smart HR hire template. The Department Processor must add the new credit hours and update the employee’s stipend accordingly..

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation: Main Menu &gt; Core-CT HRMS &gt; Workforce Administration &gt; Smart HR Template &gt; Smart HR Transactions</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
| 2    | On the Smart HR Transactions page, select the following:  
- Transaction Type: All  
- Select Template: UC_TBH_DC_SPT_PAY  
Click Create Transaction. | ![Screenshot](image2.png) |
| 3    | On the Enter Transaction Details page, enter the following:  
- Employee ID: Enter the employee’s ID number. If unknown, use the magnifying glass to search for the employee.  
- Employment Record Number: If the employee has multiple jobs, ensure the correct employee record number is selected.  
- Job Effective Date: This will auto-populate to the current date. Update if necessary.  
- Action: This will auto-populate to Data Change. Change to Pay Rate Change.  
- Reason Code: Select a reason code. In this example, select Course.  
Click Continue. | ![Screenshot](image3.png) |
Most of the information on the Enter Transaction Information page will auto-populate. Most of the fields that have auto-populated data can be updated on this template at any time. The fields that are greyed-out are ready only and cannot be edited.

In this example, the employee is teaching an additional 2.0 credit hours, and his stipend must be updated accordingly.

Under the UConn Course Info section, update the following fields on the second row:
- **Course**: Use the look up to search for the additional course the employee is teaching.
- **Actual Credit**: Enter the number of credits the course is.
- **Stipend Amount**: Enter the stipend amount the employee will receiving for teaching this course.

Under the UConn Stipend Information section, update the following field:
- **Stipend Amount**: Update the stipend amount to reflect the next course/credits.
- **End Date**: Ensure the end date is the end of the teaching semester.

If your department’s business process requires it, enter additional information in the form of comments in the Comments section.
<table>
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<th>Action</th>
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</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>When all information is entered and accurate, click <strong>Save and Calculate</strong> at the bottom of the template.</td>
<td><img src="attachment.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>6</td>
<td>At the bottom of the template, an <strong>Attachment</strong> section will open. If applicable, search for and attach an attachment to include with the data change. Click the <strong>plus sign (+)</strong> to add additional attachments.</td>
<td><img src="attachment_table.png" alt="Attachment Table" /></td>
</tr>
</tbody>
</table>
| 7    | When all information on the template is complete, click **Submit** to route the pay change template to the department’s Smart HR Approver for approval. | }