

Stipends and Out of Class Assignments:

Workflow, Routing and Approvals



Department/Division

Department/Division consults with HRBP regarding request and need. Once it is determined that a Stipend or Out of Class Assignment is appropriate, Department will:

- Submit funding/budgetary approval
- AVC Approval
- Proposed Stipend amount (which is developed in consultation with the HRBP);
- Assignment/Stipend Begin & End dates;



ASSET HRBP

HRBP is responsible for ensuring policy and bargaining unit contract compliance. Once a determination is made based on individual need of department/division, HRBP will:

- Review submitted information for completeness
- Coordinate VC Approval
- Coordinate any exceptional approval (VC & HR)
- Provide analysis and recommendation of proposed amount
- Notifies department of VC decision
- Creates customized letter for delivery to employee (and submits via DocuSign to manager for signature and routing to employee)



Department/Division OR HRBP

Once Department has signed and delivered letter to employee, letter will be routed to HRBP via DocuSign;

- HRBP submits request for processing to APPS
- HRBP tracks and communicates to department/division on impending end dates;
- If applicable, works with Department/Division to extend stipend/out of class assignment (requires approval as noted in previous steps)