

FACULTY STIPEND – SEMESTER CONVERSION

CAL POLY POMONA

Instructions:

Revision
 Cancelled

- All of the fields in the top two sections must be completed.
- Faculty member to sign the form.
- Department Chair to confirm stipend information & sign.
- Dean/AVP to approve the stipend.
- Dean's Office to send the form to Faculty Affairs prior to work dates for Additional Appointment review/approval.
- If approved for Additional Employment, Faculty Affairs will forward to Payroll.
- Prior to actual payment, Payroll Tech to confirm with College Payroll Coordinator that the Stipend is to be issued.
- Payroll to forward to Budget Services to post the expense against the stipend CFS.

Stipend Eligibility:

- Primary State appointment time base must be 1.0 in pay period that stipend is earned.
- Current appointment job code = 2360, 2361, 2481, 2482, 2358, or 2359
- FERPs may not be eligible (e.g., those with a .50 AY appointment). Please contact Faculty Affairs for information regarding eligibility.

CURRENT FACULTY APPOINTMENT							
DOC. DATE		BRONCO ID #		EMPLOYEE'S POSITION #		JOB CODE	
NAME				COLLEGE			
CFS				DEPARTMENT			
STIPEND							
CFS				STIPEND AMOUNT*	\$	PAY PERIOD	
Fall/Wtr/Spr (Including Wtr & Spr Breaks) # OF HOURS BY SPECIFIC DATE(S)				Smr/Qtr Break (Including Breaks next to Smr Qtr) # OF HOURS BY SPECIFIC DATE(S)			
REASON FOR STIPEND/ROLE							
EMPLOYEE'S SIGNATURE							
APPROVALS							
DEPARTMENT CHAIR APPROVAL							
Name (Please Print)				Signature			
Title				Date			
DEAN/AVP APPROVAL (REQUIRED)							
Name (Please Print)				Signature			
Title				Date			
SEMESTER CONVERSION DIRECTOR'S APPROVAL (REQUIRED)							
Francelina Neto, Ph.D.				Date			
ADDITIONAL EMPLOYMENT APPROVAL							
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Sep Eskandari, Ph.D. IAVP for AP,P,&FA				Date:	
FINAL PROCESSING							
PAYROLL	<input type="checkbox"/>					BUDGET SERVICES	<input type="checkbox"/>

***Tax withholding for stipend: The flat tax method is used to calculate income taxes, 25% Federal and 6.6% State. Social Security tax at 6.2% and Medicare tax at 1.45% will be applied. Total: 39.25%.**