

# **Guidelines**

## **Submitting a VAPA or Extra Duty Stipend Middle and High Schools**

Effective January 1, 2013, employees who receive a stipend for Visual and Performing Arts (VAPA) or Extra Duty will be paid off of a timesheet. The Payroll Department will no longer accept emails or verbal requests to process these stipends. Guidelines are below:

### **Submitting a VAPA or Extra Duty Stipend Timesheet;**

Any employee working VAPA or an Extra Duty must be Board Approved prior to beginning any assignment. The employee will be paid a stipend only when the Payroll Department has received a completed and signed VAPA or Extra Duty Stipend timesheet from the School Site.

- **Secretary or Administrator** – Will fill out a VAPA or Extra Duty Stipend timesheet for each employee. Refer to the KCUSD website for the Extra Duty Pay Schedule (must be the current school year).
  - Website: **kcusd.com**
  - Department
  - Human Resources
  - Salary Schedules
  - Extra Duty Stipends

The **Site Secretary or Administrator** must **verify the following information** on the VAPA or Extra Duty Stipend timesheet before submission;

- Title of Position
  - Date the Employee was Board Approved
  - Amount of the Full Stipend (if the employee is only paid once per School Year)
  - Amount of ½ Stipend to be paid (if employee will be paid twice per School Year). Use both fields to indicate the amount of each ½ stipend to be paid.
  - Month the Stipend is to be paid. (If paid twice per School Year, use both fields to indicate the month of each ½ stipend to be paid)
  - Total Stipend
  - **Signatures and Dates of the Employee and Administrator**
- **Once the timesheet has been completed**, the Site Secretary will FAX to 637-1186 or Scan/Email to the Payroll Department, attention Liz Ramirez.