



COLORADO SPRINGS SCHOOL DISTRICT 11
INSPIRE EVERY MIND

**TEACHER STIPENDS
AND
ENTERING PAYMENTS
GUIDEBOOK**

ENTERING STIPENDS:

LOG ON TO PEOPLESOFT HR/PAYROLL

YOUR USER ID: FIRST 5 OF LAST NAME, FIRST LETTER OF FIRST NAME, AND MIDDLE INITIAL

YOUR NETWORK PASSWORD: XXXXXX



ORACLE
PEOPLESOFT

User ID
XXXXXXX

Password
.....

Select a Language
English

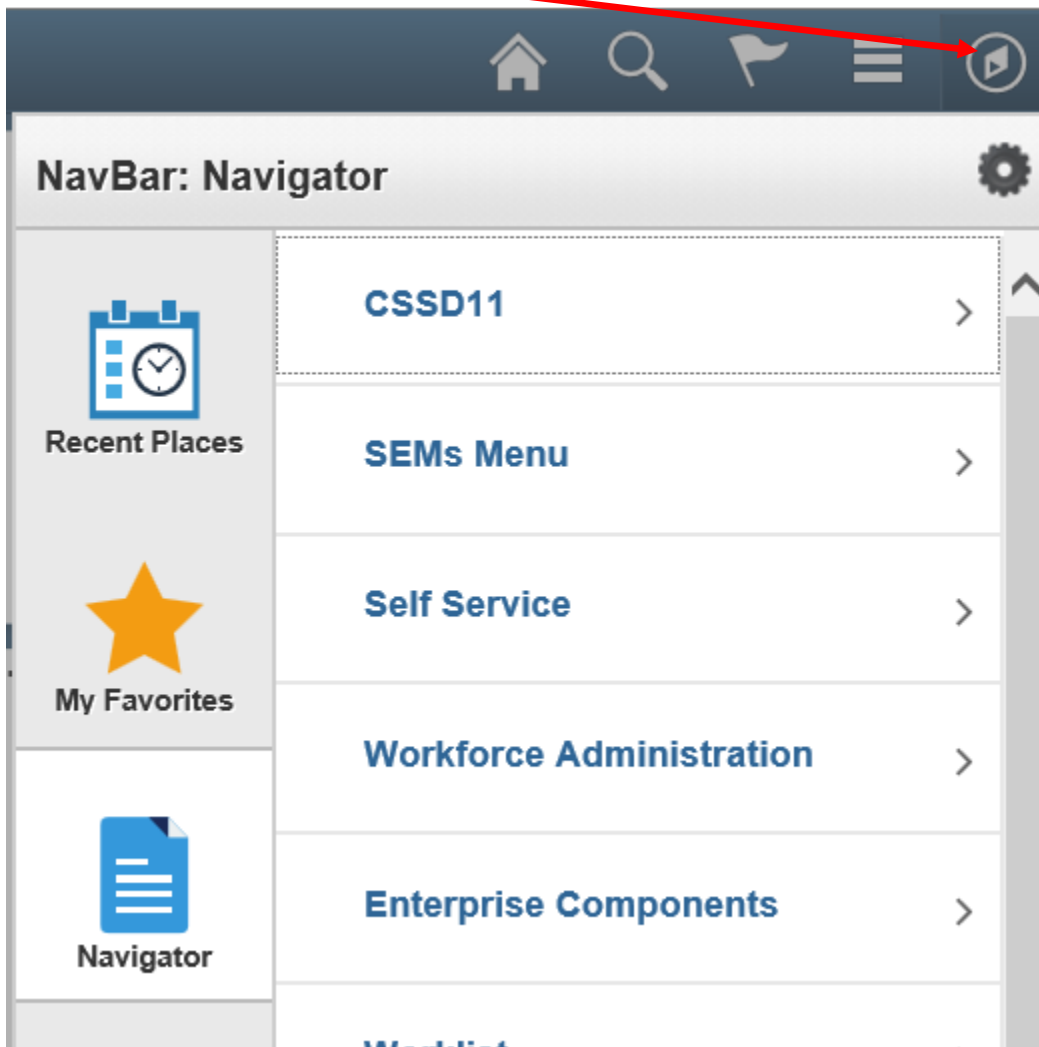
Sign In

Enable Accessibility Mode

Set Trace Flags

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1. Click on the NavBar



Click NAVIGATOR

Click CSSD11

Click USE

Click ENTER STIPEND

2. YOUR SCHOOL LOCATION SHOULD BE POPULATED.
STIPENDS CAN ONLY BE ENTERED FOR EMPLOYEES ACTIVE AT YOUR LOCATION.

Favorites ▾ Main Menu ▾ > CSSD11 ▾ > Use ▾ > Enter Stipend

ORACLE Nav

Enter Teacher Stipends

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with ▾

Empl Record = ▾

Location 02

Name begins with ▾

Last Name begins with ▾

First Name begins with ▾

Salary Plan begins with ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

3. ENTER EMPLOYEE ID NUMBER FOR THE EMPLOYEE RECEIVING THE STIPEND AND CLICK SEARCH

Favorites ▾ Main Menu ▾ > CSSD11 ▾ > Use ▾ > Enter Stipend

ORACLE

Enter Teacher Stipends

Enter any information you have and click Search. Leave fields blank for a list of all v:

Find an Existing Value

Search Criteria

Empl ID begins with ▾ XXXXX

Empl Record = ▾

Location 02

Name begins with ▾

Last Name begins with ▾

First Name begins with ▾

Salary Plan begins with ▾

Case Sensitive

Search Clear Basic Search Save Search Criteria

4. MAKE SURE THE EMPLOYEE THAT POPULATES IS THE EMPLOYEE INTENDED FOR PAYMENT

Enter Stipend Data

Employee Information

Empl ID: [REDACTED] Empl Record: 0 Name: [REDACTED]
Salary Plan: TCH Location: 02 [REDACTED] Title: Soc Studies Tchr MS

Stipend Total Amount for this Location

CAS	ITS	SPS
\$330.96	\$0.00	\$0.00

The location max total CAS amount is \$5626.40.

Enter Stipend

Earnings Code	*CAS Stipend	Amount	C-SEA Waiver	Comment	Updated By	Updated Date & Time	*Location
a. CAS	b. Debate Club	c. \$330.96	<input type="checkbox"/>	d.	[REDACTED]	04/10/19 9:56AM	[REDACTED]

e.

5. IN THE ENTER STIPEND SECTION

- a. TYPE OR CHOOSE THE EARNINGS CODE (CAS, ITS, SPS – See more about ITS and SPS on pg. 6)
- b. ENTER THE DESCRIPTION OF THE CLUB OR ACTIVITY (SPS AND ITS INFORMATION FOLLOWS)
- c. ENTER THE AMOUNT
- d. ADD COMMENTS (COMMENTS EXTREMELY HELPFUL IN ANSWERING QUESTIONS THAT OCCUR AT A LATER TIME REGARDING PAY)

- CHECK THE CSEA WAIVER BOX ONLY IF EMPLOYEE IS ESP OR ANOTHER NON-TEACHER AND THE WAIVER HAS BEEN APPROVED BY CSEA. IF THE WAIVER IS DENIED, SCHOOL FUNDS WILL NEED TO BE USED TO PAY THE EMPLOYEE THE WAGES EARNED.

IF ENTERING ANOTHER STIPEND FOR SAME EMPLOYEE CLICK THE + SIGN ON FAR RIGHT AND REPEAT PROCESS ABOVE

- e. CLICK SAVE (AFTER YOU CLICK SAVE IT WILL PUT YOUR USER ID UNDER UPDATED BY AND GIVE YOU THE UPDATED DATE AND TIME)

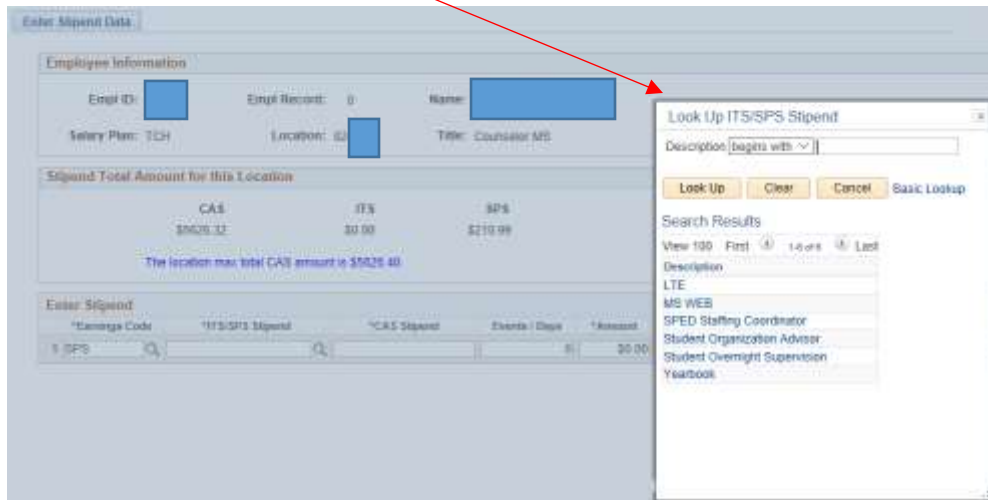
6. RETURN TO SEARCH TO ENTER NEXT EMPLOYEE'S STIPEND.

7. ITS AND SPS STIPEND PAYMENTS:

DATA ENTRY IS THE SAME PROCESS AS ABOVE EXCEPT FOR PAYMENT AMOUNT. SPS AND ITS STIPENDS ARE SPECIFIED BY MASTER AGREEMENT.

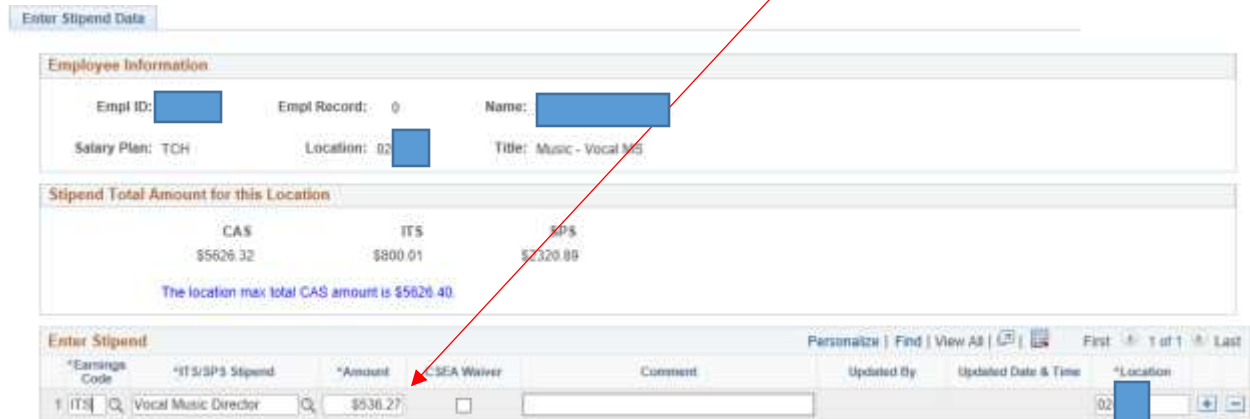
- a. TYPE OR CHOOSE THE EARNINGS CODE (SPS or ITS)
- b. CLICK ON THE HOURGLASS AND IT WILL BRING UP THE APPROVED STIPEND TITLES FOR SPS AND ITS.

CHOOSE THE STIPEND TITLE



- c. THE AMOUNT WILL AUTO POPULATE UNLESS EVENTS/DAYS IS REQUIRED. ENTER NUMBER OF EVENTS OR DAYS AND THE AMOUNT WILL AUTO POPULATE

IF THE AMOUNT NEEDS TO BE CHANGED, CORRECT THE AMOUNT HERE (MOST COMMON OCCURRENCE IS WHEN STAFF SPLITS A STIPEND)





CLICK SAVE OR CLICK THE + SIGN ON FAR RIGHT TO ENTER ANOTHER STIPEND FOR THE SAME EMPLOYEE
 RETURN TO SEARCH TO ENTER NEXT EMPLOYEE'S STIPEND

8. IF THE EMPLOYEE HAS MULTIPLE STIPENDS THIS IS HOW IT WILL LOOK

The screenshot shows the 'Enter Stipend Data' form. At the top, there are fields for Employee Information: Empl ID, Empl Record, Name, Salary Plan, Location, and Title. Below this is a section for 'Stipend Total Amount for this Location' with columns for CAS, ITS, and SPS, and a note: 'The location max total CAS amount is \$5626.40'. The main section is a table titled 'Enter Stipend' with columns: Earnings Code, ITS/SPS Stipend, *CAS Stipend, Events / Days, Amount, CSEA Waiver, Comment, Updated By, Updated Date & Time, and *Location. The table contains three rows of stipend data.

Earnings Code	ITS/SPS Stipend	*CAS Stipend	Events / Days	Amount	CSEA Waiver	Comment	Updated By	Updated Date & Time	*Location
1 CAS		TAG		\$330.96	<input type="checkbox"/>			04/10/19 10:03AM	02
2 ITS	Art Production		0	\$175.83	<input type="checkbox"/>			04/10/19 10:34AM	02
3 SPS	Yachtsw		0	\$701.39	<input type="checkbox"/>			04/10/19 10:23AM	02

***NOTE THE MIDDLE SECTION GIVES THE TOTAL AMOUNT OF EACH STIPEND TYPE FOR YOUR LOCATION NOT THE TOTAL FOR ONE EMPLOYEE.

9. IF A STIPEND NEEDS TO BE **DELETED/CORRECTED**

CLICK THE – ON THE FAR RIGHT ON THE LINE YOU WANT TO DELETE. A CORRECTION WILL NEED TO BE ENTERED AGAIN.

This screenshot is similar to the previous one but shows a single stipend entry. A red arrow points to the minus sign (-) on the far right of the table row, indicating the delete action.

Earnings Code	ITS/SPS Stipend	*Amount	CSEA Waiver	Comment	Updated By	Updated Date & Time	*Location
1 ITS	Band Director	\$536.27	<input type="checkbox"/>				02



*** MAKE SURE YOU CLICK SAVE AFTER YOU DELETE THE LINE SO IT WILL UPDATE THE TOTAL STIPEND AMOUNT. ***

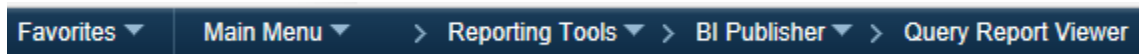
10. ALL EMPLOYEES, EVEN ESP ARE ENTERED INTO DURING THIS PROCESS IN ORDER TO TRACK THE SCHOOL'S BUDGET. ESP WILL NOT BE PAID FROM THIS DATA ENTRY. AS A REMINDER, ESP ARE HOURLY EMPLOYEES AND SHOULD BE PAID USING TCP. PLEASE CONTACT THE TCP COORDINATOR IF YOU HAVE QUESTIONS ABOUT TCP. **ESP ARE NEVER PAID A STIPEND FOR CLUBS AND ACTIVITIES.**

11. AFTER ALL THE STIPENDS ARE ENTERED, THERE ARE REPORTS THAT CAN BE RUN TO MAKE SURE ALL TOTALS, EMPLOYEES, AND AMOUNTS ARE CORRECT.

TYPES OF REPORTS:

TWO REPORTS CAN BE RUN AFTER ALL OF THE STIPENDS HAVE BEEN ENTERED BUT NOT LOADED BY PAYROLL:

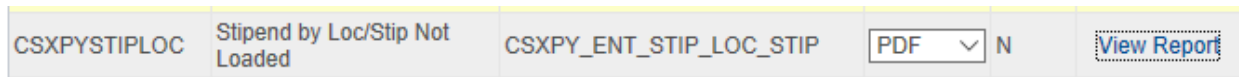
GO TO QUERY REPORT VIEWER



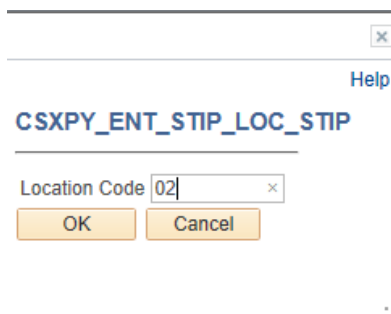
CLICK SEARCH

CHOOSE REPORT

CLICK VIEW REPORT



ENTER THE 4 DIGIT SCHOOL NUMBER (HAS TO HAVE THE 0 IN FRONT)



CLICK OK

CAS

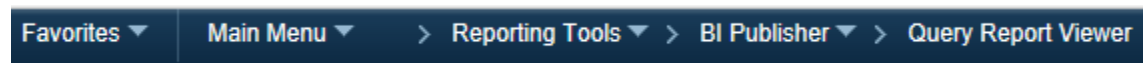
Name	Emplid	Description	Events/Days	Comments	Amount
		SWAT	0		\$330.96
		Homework Club	0		\$330.96
		Dodge Ball	0		\$330.96
		TAG	0		\$330.96
		Debate Club	0		\$330.96
		Math Help	0		\$330.96
		Dodge Ball	0		\$330.96
		Math Help	0		\$330.96
		Writing Club	0		\$330.96
		Battle of the books	0		\$330.96
		6th			
		Drama Club	0		\$330.96
		Public Achievement	0		\$330.96
		battle of the books	0		\$330.96
		7th			
		Debate Club	0		\$330.96
		battle of the books	0		\$330.96
		8th			
		Pretty Brains	0		\$330.96
		Chess	0		\$330.96
Stipend Total					\$5,626.32

ITS

Name	Emplid	Description	Events/Days	Comments	Amount
		Art Production	0		\$175.83
		Orchestra Director	0		\$263.74
		Vocal Music	0		\$536.27
		Director			
		Band Director	0		\$536.27
Stipend Total					\$1,512.11

THIS REPORT GIVES YOU ALL THE STIPENDS BY STIPEND TYPE.

GO TO QUERY REPORT VIEWER



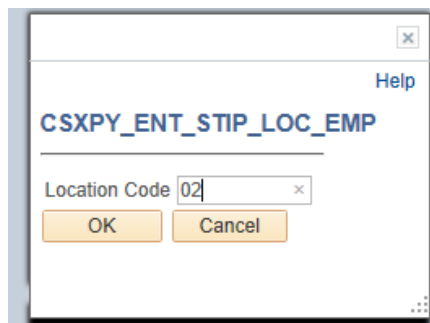
CLICK SEARCH

CHOOSE REPORT

CLICK VIEW REPORT

CSXPYSTIPEMP	Stipend by Loc/Emp Not Loaded	CSXPY_ENT_STIP_LOC_EMP	PDF	N	View Report
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ENTER THE 4 DIGIT SCHOOL NUMBER (HAS TO HAVE THE 0 IN FRONT)



CLICK OK

[Redacted] - TCH

Erncd	Description	Events/Days	Comments	Amount
SPS	LTE	0		\$210.99
SPS	Student Organization Advisor	0		\$703.30
Stipend Total				\$914.29

[Redacted] - TCH

Erncd	Description	Events/Days	Comments	Amount
CAS	SWAT	0		\$330.96
Stipend Total				\$330.96

[Redacted] TCH

Erncd	Description	Events/Days	Comments	Amount
CAS	Homework Club	0		\$330.96
Stipend Total				\$330.96

[Redacted] TCH

Erncd	Description	Events/Days	Comments	Amount
CAS	Dodge Ball	0		\$330.96
Stipend Total				\$330.96

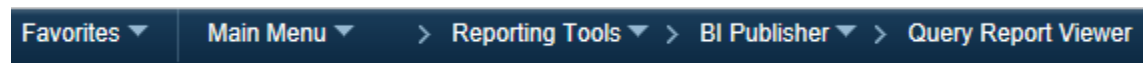
[Redacted] TCH

Erncd	Description	Events/Days	Comments	Amount
CAS	TAG	0		\$330.96
ITS	Art Production	0		\$175.83
SPS	Yearbook	0		\$703.30
Stipend Total				\$1,210.09

THIS REPORT GIVES ALL THE STIPENDS BEING PAID TO AN EMPLOYEE AT YOUR LOCATION

THE TWO REPORTS BELOW CAN BE RUN AFTER STIPENDS ARE LOADED, BY PAYROLL, TO BE PAID:

GO TO QUERY REPORT VIEWER



CLICK SEARCH

CHOOSE REPORT

CLICK ON VIEW REPORT

CSXPYSTEMPLD	Stipend by Loc/Emp Loaded	CSXPY_ENT_STIP_LOC_EMP_LD	PDF	N	View Report
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ENTER THE 4 DIGIT SCHOOL NUMBER (HAS TO HAVE THE 0 IN FRONT)

CSXPY_ENT_STIP_LOC_EMP_LD

Location Code

Pay Period End Date

OK Cancel

ENTER IN PAY PERIOD END DATE (FOR EXAMPLE: IF STIPENDS ARE BEING PAID ON 06/01/20XX PAYCHECK, THE PAY PERIOD END DATE WOULD BE 05/31/20XX)

CLICK OK

THE REPORT BELOW APPEARS, SHOWING ALL THE EMPLOYEES LOADED AND THE STIPENDS ENTERED FOR EACH EMPLOYEE

Report ID: CSXPYSTEMPLD Run Date: 04/11/2019
 Page: 1 of 3 Stipend by Loc/Enty Loaded Run Time: 11:10:59

Ernod	Pay End Dt	Description	Events/Days	Comments	Amount
SPS	2019-04-30	LTE	0		\$210.99
SPS	2019-04-30	Student Organization Advisor	0		\$703.30
Stipend Total					\$914.29

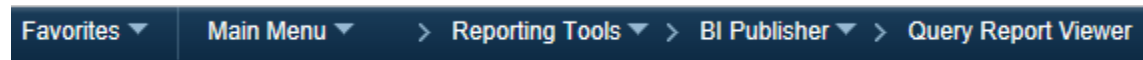
Ernod	Pay End Dt	Description	Events/Days	Comments	Amount
CAS	2019-04-30	SWAT	0		\$330.96
Stipend Total					\$330.96

Ernod	Pay End Dt	Description	Events/Days	Comments	Amount
CAS	2019-04-30	Homework Club	0		\$330.96
Stipend Total					\$330.96

Ernod	Pay End Dt	Description	Events/Days	Comments	Amount
CAS	2019-04-30	Dodge Ball	0		\$330.96
Stipend Total					\$330.96

Ernod	Pay End Dt	Description	Events/Days	Comments	Amount
CAS	2019-04-30	TAG	0		\$330.96
ITS	2019-04-30	Art Production	0		\$175.83
SPS	2019-04-30	Yearbook	0		\$703.30
Stipend Total					\$1,210.09

GO TO QUERY REPORT VIEWER



CLICK SEARCH

CHOOSE REPORT

CLICK VIEW REPORT

CSXPYSTLOCLD Stipend by Loc/Stip Loaded CSXPY_ENT_STIP_LOC_STIP_LD PDF N [View Report](#)

ENTER THE 4 DIGIT SCHOOL NUMBER (HAS TO HAVE THE 0 IN FRONT)

CSXPY_ENT_STIP_LOC_STIP_LD

Location Code

Pay Period End Date

ENTER IN PAY PERIOD END DATE (FOR EXAMPLE: IF STIPENDS WERE BEING PAID ON 06/01/20XX PAYCHECK, THE PAY PERIOD END DATE WOULD BE 05/31/20XX)

CLICK OK

THE REPORT BELOW APPEARS SHOWING THE STIPEND TYPE TOTALS

Report ID: CSXPYSTLOCLD Run Date: 04-11-2019
 Page: 1 of 3 Stipend by Loc/Step Loaded Run Time: 13:13:52

SPS

Name	Emplid	Pay End Dt	Description	Events/Days	Comments	Amount
		2019-04-30	LTE	0		\$210.99
		2019-04-30	Student Organization Advisor	0		\$703.30
Stipend Total						\$914.29

GAS

Name	Emplid	Pay End Dt	Description	Events/Days	Comments	Amount
		2019-04-30	TAG	0		\$330.96
		2019-04-30	Writing Club	0		\$330.96
		2019-04-30	Battle of the books 6th	0		\$330.96
Stipend Total						\$992.88

ITS

Name	Emplid	Pay End Dt	Description	Events/Days	Comments	Amount
		2019-04-30	Art Production	0		\$175.83
Stipend Total						\$175.83

SPS

Name	Emplid	Pay End Dt	Description	Events/Days	Comments	Amount
		2019-04-30	Yearbook	0		\$703.30
Stipend Total						\$703.30

Who do I call if I have questions?

If your question is about data entry or payment amounts, call the Director of Compensation

If your question is about a correction in a payment or late data entry, call the Payroll Department

If your question is about a Fine Arts or VAPA stipend, call the VAPA/Fine Art Facilitator