



St. Mary's County Public Schools
Division of Fiscal Services

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Ms. Tammy McCourt
Deputy Superintendent

To: SSST, Principals, Supervisors, Coordinators, Secretaries to the Principals, High School Athletic Resources Teachers

From: Ms. Tammy McCourt
Deputy Superintendent of Fiscal and Supporting Services

Date: August 05, 2026

Re: **FY 2027 Procedures for Extra Pay for Extra Duty (EPED)/Stipend Position Entry**

The FY 2027 budget included an increase in funding for EPED and Stipend positions as per the negotiated agreement. Approved positions are available in the EPED/Stipend electronic database. The entry due dates below must be adhered to as it will allow for a reconciliation for payroll processing. Individual contracts may only be issued for those positions currently available in the EPED/Stipend electronic database. The EPED/Stipend database will open for submissions effective today, August 05, 2026.

Submission instructions for positions listed in negotiated agreements:

Extra Pay for Extra Duty/Stipend Entry Due Dates	
Fall and Year-Long Activities	October 23, 2026
Winter Activities	February 19, 2027
Spring Activities	May 20, 2027

Enter EPED/Stipend submissions electronically at: <https://eped.smcps.org/>

Principals, Supervisors, or Designees – Log In information	
Login ID	Username (i.e., jadoe)
Password	E-mail password

Important Reminders:

- Hiring priority to fill EPED/Stipend Positions: EASMC, EASMC-ESP, then External Contracted Personnel.
- External Contracted Personnel who are to fill EPED/Stipend positions **MUST** have the HB486 forms, the criminal background check, and SafeSchools training completed **PRIOR TO** beginning their assignment.
- Refer to the negotiated agreements for additional information on EPED.

- Extra Pay for Extra Duty and Stipend positions are allowed to be split between a maximum of **TWO** people.
- The Department of Human Resources will confirm the completion of the electronic submission form and the accuracy of the information. Once confirmed by Human Resources, allow three weeks in advance in order for **Stipends/Extra Pay for Extra Duty** to be paid.

Pay Dates	
Fall	November 6, 2026
Winter	March 12, 2027
Spring	June 18, 2027

- Should it be necessary to withhold/terminate extra pay for extra duty pay from staff, the Principal will immediately notify the sponsor, coach, or volunteer in writing. Provide a copy to Human Resources and the Payroll Office immediately upon termination. Note that the agreement stipulates that compensation for the activity “may be forfeited if this agreement is terminated for cause by the principal or if you withdrew from the activity prior to the completion of responsibilities.”
- Remind **Student Activity Leaders (SAL)** and **Contracted Coaches** they must log-in to the EPED System to accept their agreement. They will also receive a letter from the Department of Human Resources with directions to accept their agreements online.
- Agreements can be accepted at: <https://eped.smcps.org/>

Student Activity Leader (SAL) – Log-In Information	
SAL Login	First initial, middle , last name (i.e., jadoe)
Password	SMCPS badge number (located on back of badge)

Contracted Coaches – Log-In Information	
Login	First initial, middle initial, last name (i.e., jadoe)
Password	EIN# (Employee Identification Number)