



Pioneering in Health and Education

STIPEND REQUEST FORM

Charles R. Drew University of Medicine and Science
1731 E. 120th St. Los Angeles, Ca 90059

STIPEND INFORMATION

One-Time Payment Yes Total Amount: \$ _____
 No Amount to be paid per pay period: \$ _____

Is the Individual a: Employee Faculty Non-Comp Faculty
 Consultant Honorarium Guest Speaker Intern (Compensated)

Reason for Payment (DUTIES MUST EXCEED JOB DESCRIPTION) Attach justification if necessary:

Date(s) of Service Performed (CANNOT EXCEED A 12 MONTH PERIOD):

Beginning: _____ Ending: _____
Account Number: _____ Object Code: _____

PAYEE INFORMATION

Print Name: _____ ID# (Required) _____ Signature: _____

Department: _____ Date: _____

SUPERVISOR INFORMATION

I hereby certify that all of the information provided on this form is true and correct to the best of my knowledge:

Print Name: _____ Signature: _____ Date: _____

Phone Extension: _____ Email Address: _____

APPROVALS (PRINT NAME)

Finance Account Manager: _____ Signature: _____ Date: _____

Chief Operating Officer (for Staff): _____ Signature: _____ Date: _____

Provost (for Faculty): _____ Signature: _____ Date: _____

Chief Human Resources Officer: _____ Signature: _____ Date: _____

Procedures for Payment of Stipends

Please complete the IRS Form W-4, Employee's Withholding Allowance Certificate or W-9 Request for Taxpayer Identification Number and Certification and attach to this request. No payments will be made without this information and or this information on file in Great Plains (GP) or Accounts Payable (AP).

This form must be completed in its entirety before submitting any Check Request for payment. If the form ends up in Payroll or Accounts Payable without the requested information and or signatures, it will be returned to the originating department for proper completion.

Stipend Payments:

- Payments from the Payroll Department include those stipends paid to anyone who is an employee of Charles R. Drew University of Medicine and Science and paid through the Great Plains (GP) payroll system. These payments will insure that proper IRS guidelines are being followed and proper taxes are being deducted.
 - Payments from the Accounts Payable Department (AP) include those who are not a regular employees of Charles R. Drew University of Medicine and Science.
1. A Stipend Request Form is completed by the requesting department to the COO or Provost and HR for approval.
 - Stipends are strictly temporary, and thus must have beginning and ending dates.
 2. Duration may not exceed 12 months; extensions beyond 12 months or any retroactive application of a stipend must be approved by:
 - Chief Operating Officer and the Director of Human Resources for staff, and
 - Provost and the Director of Human Resources for faculty.
 3. If the stipend action reflects the assignment of temporary duties at a higher classification level, the combination of current salary plus stipend may not exceed the range maximum of the higher level position. Any actions that exceed the applicable pay range require advance review by:
 - Chief Operating Officer and the Director of Human Resources for staff, and
 - Provost and the Director of Human Resources for faculty.
 4. Stipends may not exceed 15% of current salary and must be within the applicable pay range.
 5. Once Stipend Request Form is approved, a Check Request form must be completed for **non-employees** and approved by:
 - Department head or designee, and
 - Finance Department
 6. Once Stipend Request Form is approved, a Personnel Action Form (PAF) must be completed for **employees** and approved by:
 - Department head or designee, and
 - Office of Sponsored Projects (if necessary)
 - Finance Department
 - Human Resources
 7. If the combination of current salary plus stipend(s), including any other form of cash compensation, exceeds \$200,000, review by the Chief Operating Officer, the Provost, HR and approval by the President is required. Other forms of cash compensation would include relocation allowances, cash incentive or bonus awards, etc. For questions regarding applicability, please contact the Department of Human Resources.