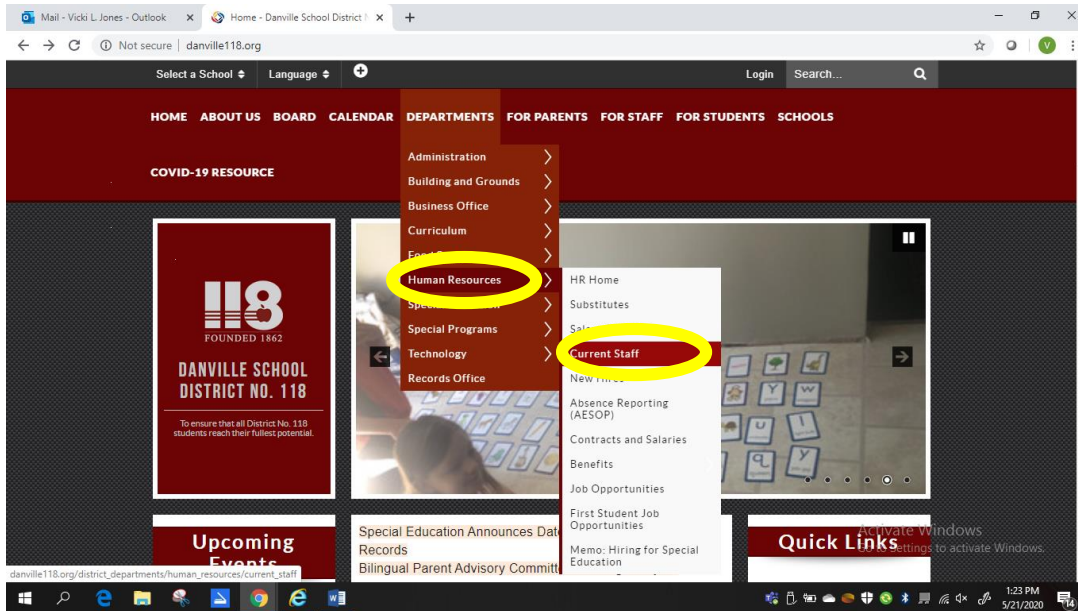


DISTRICT 118 EXTRACURRICULAR STIPEND

SUBMITTING A STIPEND REQUEST

1. The District website will direct you to the form needed to request your stipend for an extra-curricular activity.



- **Extra-Curricular Stipend Request**

[CLICK HERE](#) to view instructions for completing the process for an Extra-Curricular Stipend Request.

2. Enter your First Name, Last Name, and Email Address.

Extra-Curricular Stipend Request

If you have been approved for an extra-curricular position, please fill out the information below and you will be directed to our online stipend request. *(You may need to log in with your District 118 email address and email password when redirected)*

[CLICK HERE](#) to view detailed instructions.

If you do not have a district email or have any questions, please call HR at 444-1039

EXTRA-CURRICULAR STIPEND REQUEST

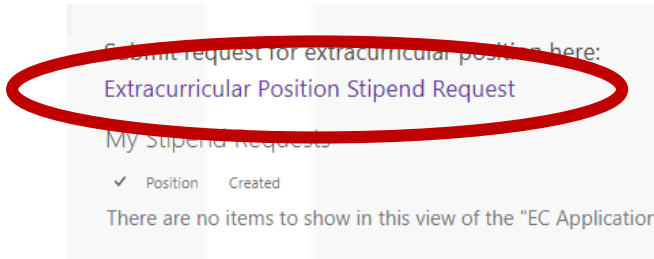
If you have been approved for an Extra-Curricular position, please provide your name and email below.

First Name: Last Name:

Email:

DISTRICT 118 EXTRACURRICULAR STIPEND

3. Select “Extracurricular Position Stipend Request”



4. Complete the application. Required fields are marked with an asterisk (*).

- **Employee Name:** Last, First MI
- **Employee Type:** District, Non-District, or Retiree
- **Position:** Choose position from drop down list
- **School*:** Choose school from drop down list. (Select School where activity takes place)
*For DHS Athletics – select school option “DHS-Athletics”
- **Payment Schedule:** Choose from 5 options on how you would like to be paid
- **Shared:** Check if this position is shared with another person
- **Shared With:** If this position is shared, type the name of who shares it
- **Dates:** Indicate the start and stop date of the activity

The image shows a detailed view of the application form. On the left side, there is a vertical sidebar with labels for different sections: 'Employee Name *', 'Employee Type', 'Position *', 'School', 'Payment Schedule *', 'Payment Schedule Options', 'Shared', 'Shared With', 'Activity Start Date', and 'Activity End Date'. At the bottom of this sidebar are 'Save' and 'Cancel' buttons. The main form area contains several input fields and dropdown menus. The 'Employee Name' field is a text box. The 'Employee Type' is a dropdown menu. The 'Position' dropdown is set to 'DHS - Baseball Coach 1 of 1'. The 'School' dropdown is set to 'DHS - Athletics'. Below the school dropdown is a note: 'Verify that school matches position'. The 'Payment Schedule' dropdown is set to 'Paid pro-rata with each regular paycheck'. Below this dropdown are three bullet points: 'Paid in a lump sum after either the first semester (first pay period in December) or after the second semester (first pay period in June), depending on the end date of the activity', 'For year-long activities, the employee may choose to have one-half of the stipend paid after the first semester (first pay period in December) and one-half can be paid after the second semester (first pay period in June)', and 'Paid pro-rata with each regular paycheck'. The 'Shared' section has a checkbox that is unchecked, with the text 'Check if this position shared with another employee'. The 'Shared With' field is a text box. The 'Activity Start Date' and 'Activity End Date' fields are date pickers, both with the text 'This is a required field' below them. At the bottom of the form are 'Save' and 'Cancel' buttons.

5. Click the Save button. You will receive a confirmation email after the position is submitted

DISTRICT 118 EXTRACURRICULAR STIPEND






PRINCIPAL PROCESSING

1. Principals will receive an email when a position for their school has been submitted.
2. The email will contain a link to the request.

NOTE: If using Outlook Web, you will have to copy/paste the link into a browser.

3. Complete the section for the Principal.

- **New to Position:** Check if this employee is new to the Position
- **Person Replaced:** If this is a replacement, enter the name of person replaced
- **Activity Dates:** Indicate the beginning and end date for the activity
- **Additional Position:** Check if this is an add-on position as deemed by Principal
- **Principal Approval Status:** Choose “Approved” or “Denied”
- **Principal Name:** Type/find your name
- **Principal Process Date:** Choose today’s date

To Be Completed by Principal	
New To Position	<input checked="" type="checkbox"/>
Person Replaced	<input type="text"/>
Activity Dates:	Start: <input type="text"/>  End: <input type="text"/> 
Additional Position:	<input type="checkbox"/> Check if this is an additional position
Principal Approval Status	Submitted 
Principal Name:	<input type="text"/> 
Principal Process Date	<input type="text"/> 



HUMAN RESOURCES PROCESSING

1. Human Resources will receive an email when a position has been approved by the Principal.
2. The email will contain a link to the request.

NOTE: If using Outlook Web, you will have to copy/paste the link into a browser.

3. Complete the section for Human Resources:

- **HR Approval Status:** Choose “Approved” or “Denied”
- **HR Name:** Enter the name of the HR person processing the request
- **HR Process Date:** Choose today’s date

To Be Completed by Human Resources	
HR Approval Status	Approved 
HR Name:	Kimberly Pabst 
HR Process Date	8/12/2020 