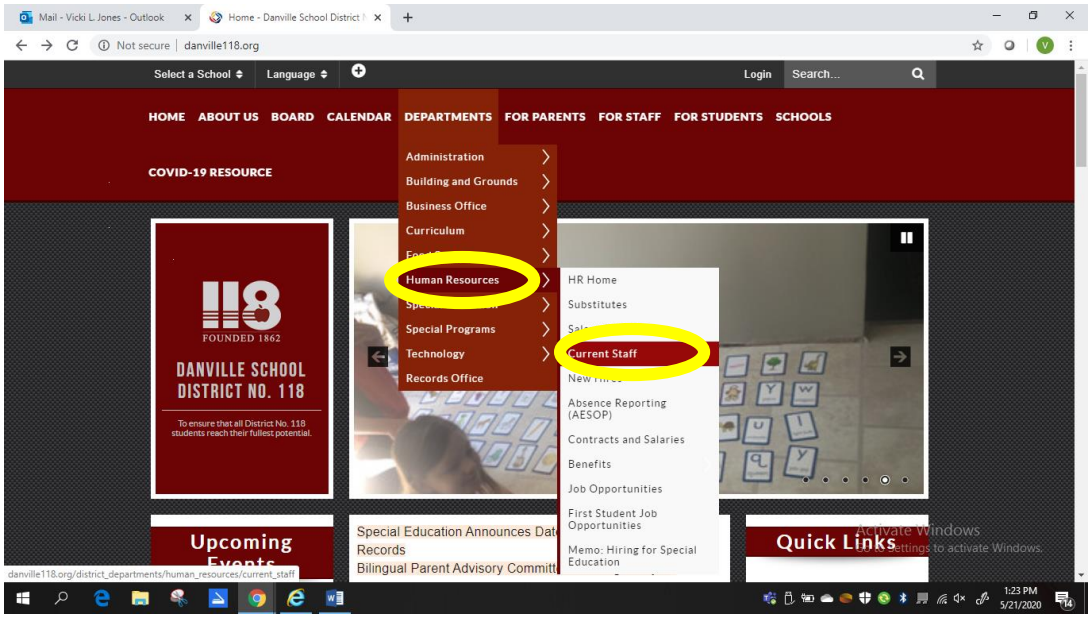
DISTRICT 118 EXTRACURRICULAR STIPEND

SUBMITTING A STIPEND REQUEST

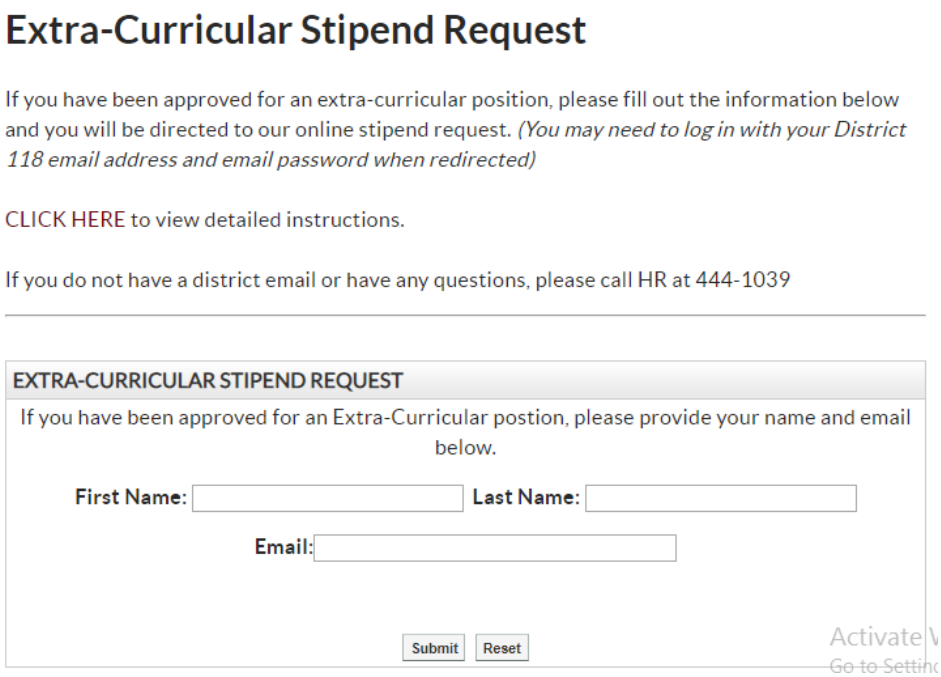
1. The District website will direct you to the form needed to request your stipend for an extra-curricular activity.



- **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.

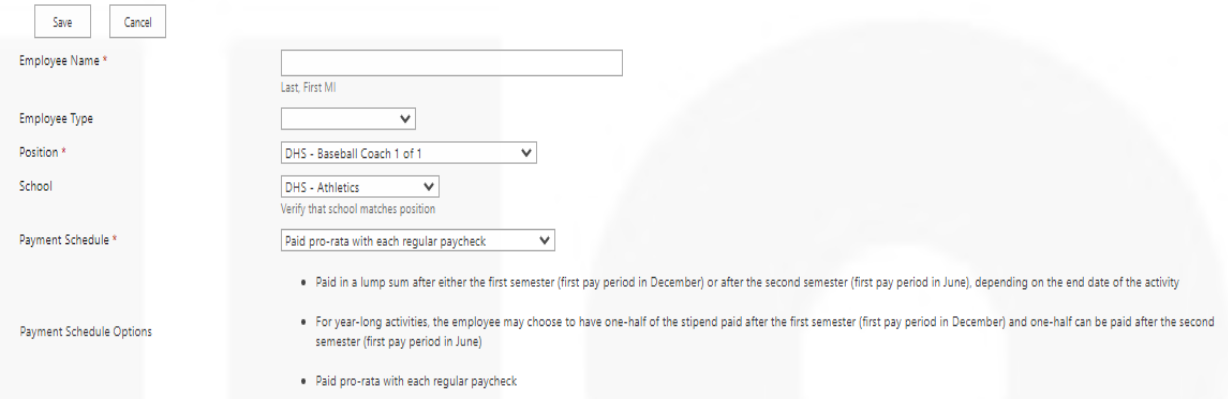


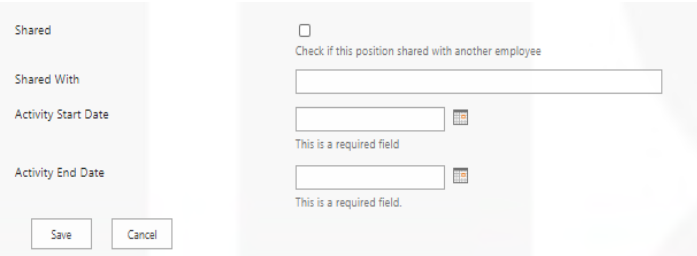
DISTRICT 118 EXTRACURRICULAR STIPEND

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



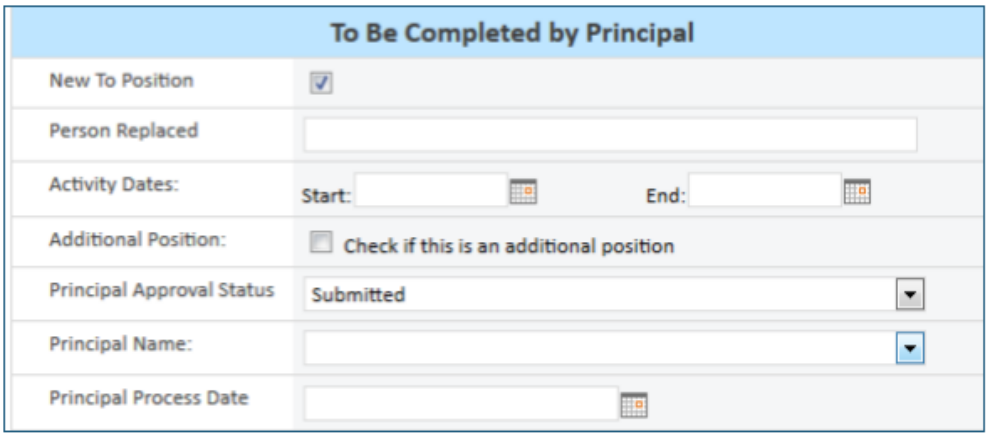


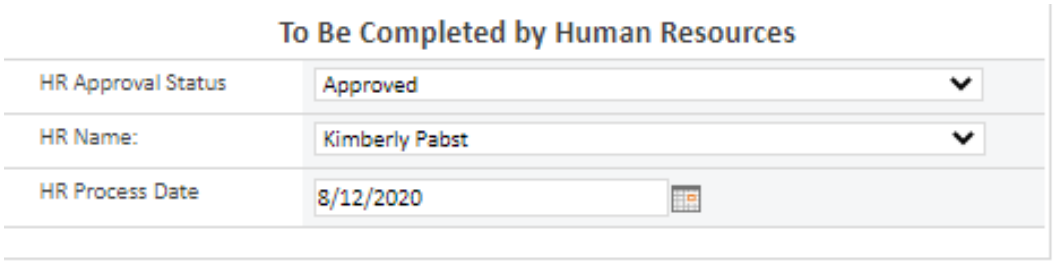
5. Click the Save button. You will receive a confirmation email after the position is submitted

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



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