

**DO NOT SAVE THIS FORM ON YOUR DESKTOP FOR REUSE.
ALWAYS OBTAIN THE MOST RECENT FORM FROM THE
WEBSITE, AS IT IS UPDATED REGULARLY.**

Updated:07.10.2024 With
new mandatory payroll
deduction numbers.

Faculty Stipend and Invoice Forms

- **Stipends must be approved by HR before the start date.**
- This form is for **current** WVMCCD Faculty (Full or Part Time) for college-related activities beyond their normal teaching or non-teaching assignments. **Current means faculty member must have a teaching assignment in the pay period in which the stipend is issued.**
- Stipends are not to be used to perform work within the scope of the faculty member's regular assignment or position.
- This agreement is not valid, and work is not to begin, until signed by all parties and returned to initiating department.
- Hours worked must be reported on stipend invoice form in order to be paid. Stipends can no longer be paid by a flat rate.
- When you fill in the Amount Not to Exceed and the Hourly Rate, the Total and Total hours will autofill.
- **When submitting please submit the Approved Stipend and the Invoice together to payroll.**



FACULTY

Faculty Stipend and Invoice Form

- This form is for **current** WVMCCD Faculty (Full or Part Time) for college-related activities beyond their normal teaching or non-teaching assignments. **Current means faculty member must have a teaching assignment in the pay period in which the stipend is issued.**
- Stipends are not to be used to perform work within the scope of the faculty member's regular assignment or position.
- **Stipends are not to be used for teaching or curriculum development, except for grant-funded programs.**
- This agreement is not valid, and work is not to begin, until signed by all parties and returned to initiating department.
- Hours worked must be reported on stipend invoice form in order to be paid. **Hours must be reported. Stipends can no longer be paid by a flat rate.**

Department Initiating Stipend: Date:

Name: Employee ID#

Current Position: Full Time Part Time Mission West Valley

Stipend Assignment Title:

1. In detail, describe the specific assignment/project to be performed, expected time involvement, and the knowledge you possess to perform it. If appropriate, distinguish the stipend assignment from your current assignment. You may attach a separate sheet.

2. If this is for teaching or curriculum work, provide the name of the grant-funded program.

Stipend must be received in HR before Start Date

Start Date: End Date:

Financial Analyst Initials

Account #s

Amount Not To Exceed:	<input type="text"/>	Schedule C Non-Instructional Hourly Rate:	<input type="text"/>
Mandatory Payroll Deduction = +21.4055%:	\$ 0.00	(To be completed by the department)	OR
Total:	\$ 0.00	If employee is to be paid a different hourly rate, indicate rate:	<input type="text"/>
Pay by hourly invoice monthly:	<input type="checkbox"/>	Indicate below justification for paying a different rate:	
Pay by hourly invoice at completion of service:	<input type="checkbox"/>		
Return copy of processed stipend to:	<input type="text"/>		
		# of Hours authorized for this stipend:	<input type="text"/>

Employee Print Name: Signature: Date:

Requestor Print Name: Signature: Date:

Administrator Print Signature: Date:

Pres/VP/Vice Chanc* Print Name: Signature: Date:

Personnel Specialist Print Name: L. Pollock/M. Delos Reyes Signature: Date:

*Only administrators or managers may authorize the expenditure of funds and approve hours worked when invoices are submitted.

HUMAN RESOURCES USE ONLY

HR Specialist: TB Exp: STRS Creditable? Yes No

Approved for employment by Associate Vice Chancellor or Designee

Date

Stipend #

DocuSign order:

Employee (sign) → Requestor (sign) → Adminstrator (sign) → Pres/VP/Vice Chanc (sign) → Business Services / Personnel Specialist (sign) → Faculty Specialists (Sign, Tina Leech –WVC, Ruth Nadig –MC) →AVC or Designee (Mary Lonich) (sign)