

# TAMU ENGINEERING ADMINISTRATIVE STIPENDS

## Department Head and Administrative Stipends

(all are to be coded as Admin Stipends)

Department Head and Admin Stipends should be added as allowances instead of being added to the employee's base salary. The calculations for DH and Admin stipends will be as follows:

- 1) 11 month appointments: Annual Stipend + One Month of Base Salary divided by 11 (the number of months in the annual term) = amount to enter as monthly allowance.  
**\*Allowances for 11 month appointments must have end dates set each fiscal year.** With guidance set from Interim Dean Hurtado and Dr. Anand: For those holding an 11 month appointment with a stipend, the (12<sup>th</sup> month) will be adjusted each year to account for any merit and/or equity increases to ensure the integrity and accuracy of the 12th month base salary rate is being captured each fiscal year.
- 2) 9 month appointments: \*\*Designated monthly stipend amount only
- 3) All others, please consult with Budget Manager or Assistant Dean of Finance

\*\*Allowances are only paid on positions with active compensation periods. If a 9 month employee has a summer appointment and should receive the stipend for the duration of the summer appointment, the stipend will need to be entered as a separate allowance on the summer position.

Note: Workday currently prorates allowances based on an employee's percent effort. Please watch for employees with reduced effort to ensure their allowance is entered correctly.

## Entering Administrative Stipend Allowances in Workday

- 1) Pull up employee
- 2) Select Actions > Compensation > Request Compensation Change
- 3) Enter effective date, select employee's applicable position, hit OK
- 4) Reason: Request Compensation Change > Allowance Adjustment; click on ✓ to save entry
- 5) Scroll down to "Allowance" & select Add > All Compensation Plans > **Administrative Stipend** (Engineering will use Administrative Stipend for all Admin and Dept Head Stipends)
- 6) Enter Amount calculated per the instructions above; Frequency should be Monthly
- 7) End Dates on Administrative stipends should be as follows:
  - a. 9 month appointments do not need end dates on their admin stipends since they are ongoing until there is an appointment change
  - b. 11 month employees must have end dates entered as the end of each FY appointment to ensure it is reviewed and updated each year to accommodate for any increases (merit or otherwise) in the 12<sup>th</sup> month calculations

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- 8) Click on ✓ to save your entry
- 9) Enter comments if needed
- 10) Attach the approval or offer letter indicating the stipend amount
- 11) Submit

**\*\*\*\*\*Don't forget to add your worktag/costing allocation\*\*\*\*\***

## Costing Allocation

For the costing allocation, you will need to enter the Worker Costing and this is a time where you will enter Worker (Employee Name), Position, AND Earning (Administrative Stipend). **If you do not enter this Earning, the costing will follow the employee's worker position costing sources proportionately, which may be incorrect.**

*Example:*


### Include Existing Allocations

From  

To  

### Worker Costing

Worker   

Position \*   

Earning   

You can leave the costing allocation open ended if the account being entered will be the account funding the administrative stipend indefinitely.

Contact Michelle Mitchell, Amy Caldwell, Katie Cates or Keisha Lamb if you have questions regarding the Administrative Stipends.

Contact Katie Cates or Keisha Lamb if you have questions about the allowance process.