

**Archdiocese of Indianapolis**

**Resource Guide -**

**Employee Stipends**

This version was created with an effective date of May 21, 2019. The last page of this document is reserved for future notes about revisions. Click on this [link](#Revisions) to see a summary of the revisions made to the Resource Guide.

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Questions? Contact Central Payroll in the Office of Accounting Services centralpayroll@archindy.org.

**Employee Stipend Requests**

Employee Stipend Request

Oftentimes, employees will perform one-time services that require irregular wage payments to employees. We process one-time irregular wage payments to employees through payroll using the Employee Stipend Request Form. "Employee" is meant to include all employees of the Archdiocese and its related agencies, parishes, and high schools. All payments to employees must be processed via Central Payroll. To pay an employee a stipend, the Employee Stipend Request Form must be filled out by the employee’s supervisor or department head paying for the services rendered. The file must be saved, and the form printed for signature of approval by the employee’s supervisor or the manager of the department paying for the services. The *Excel* Stipend Request Form file along with a single *PDF* scanned file of the approved stipend request form as well as any other supporting documentation must be emailed to centralpayroll@archindy.org by the end of the work day on Tuesdays in non-payroll weeks.

*Resource:* A blank Employee Stipend Request Form file can be found on the Finance page of the archindy.org website at <http://www.archindy.org/finance/intacct.html>. Be sure to save the Excel file to your computer in a folder or on your desktop.

For a stipend payment to be paid to an employee, the steps for submitting an Employee Stipend Request Form must be fully completed (detailed below).

Steps for Submitting an Employee Stipend Request Form

* Save the Excel file to a folder on your computer.
* Complete the Employee Stipend Request Form in Excel (gray-shaded cells should be completed).
* Print the Employee Stipend Request Form and take it to your supervisor for review and approval.
* The supervisor should sign off in the top right corner of the printed form, indicating their approval.
* Scan the approved Employee Stipend Request Form into PDF format.
* E-mail two documents to Central Payroll (centralpayroll@archindy.org): The PDF Employee Stipend Request Form and the Excel Employee Stipend Request Form. The PDF file is needed as evidence of approval for the payment. The Excel file is needed so that Central Payroll can efficiently and accurately process the Employee Stipend Request.

Employee Stipend Requests will not be processed unless both documents are included in the e-mail to Central Payroll.

**Instructions for Completing the Employee Stipend Request Form**

**This form is designed to work with our payroll software import; please do not change or modify the form in any way (adding or deleting columns or rows).** The instructions below correspond to the numbers in the cells on the Employee Stipend Request Form.

* **Box 1 – Stipend Request Approver:** The person approving the Stipend Request Form name should be typed into this cell. After printing the Employee Stipend Request Form file, the approver should sign and date this box. *The approver must be a different person than the employee requesting the stipend payment. This is a very important internal control for our organization.* The approver should be somebody with more authority than the preparer (supervisor or above in relation to the preparer) and should be well-enough aware of the operations of the department that they can perform a meaningful review of the Stipend Request Form.
* **Box 2 – Responsible Payroll Entity:** Indicate the Archdiocese entity responsible for paying the stipend. This field uses a drop-down list with predefined options.

Example 1: The Archdiocese Tribunal Office is paying an employee in their department or an employee who works in a different Archdiocese Dept (OAS, OCS, etc.). The responsible payroll entity is 13000 – Roman Catholic Archdiocese of Indianapolis.

Example 2: Catholic Charities Indianapolis is paying an employee who works in an Archdiocese department such as the Tribunal, OAS, or OCS. The responsible payroll entity is 33602 – Catholic Charities Indianapolis, Inc.

Example 3: Fatima is paying an Archdiocese employee who works in an Archdiocese department such as Tribunal, OAS, or OCS. The responsible payroll entity is 13350 – Our Lady of Fatima Retreat House, Inc.

* **Box 3 – Name of Employee to be Paid:** Type the name of the person that is to be paid the stipend. It will be included on their paycheck and paid via direct deposit.
* **Box 4 – Paylocity Employee ID:** Tab to the Paylocity Employee ID and enter the employee ID of the payment recipient. They can provide this to you by logging in to Paylocity. This information is important because we have employees with the same first and last name and the file is used for importing into the payroll system. The Paylocity Employee ID# is a unique identifier to ensure we provide payment to the correct employee.

To locate your Paylocity Employee ID#, perform the following steps:

* + Go to paylocity.com and log in
	+ Enter your 5 digit Company ID
	+ Enter your Username and Password
	+ Once logged in to Paylocity, hover in the top right corner (see picture below) to show the Paylocity Employee ID#



* **Box 5 – Stipend Amount**: Amount to be paid to employee.
* **Box 6 – Date Services Rendered:** Provide the date the employee performed the services.
* **Box 7 – Description of Services Rendered:** Describe the services the employee provided to earn the stipend payment.
* **Boxes 8 through 12 – Dimension Coding (using drop down lists):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location (required) (8) | Program (required) (9) | Account (required) (10) | Project\_Grant (if applicable) (11) | Activity (if applicable) (12) |
| XXX | XXXX | XXXXX | XXXXX | XXX |

In the Excel Employee Stipend Request Form file, we have included separate tabs that contain the lists of dimensions if you want to search the lists using CTRL+F to locate the correct location, program, account, project\_grant, or activity.

**Location:** This is the Intacct Location that aligns with the legal entity. Select the location where the cost should be **recorded**.

**Program:** Program is similar to cost center or department.

**Account:** Select the account that matches the nature of the expense.

**Project\_Grant (if applicable):** If your expense is related to a particular project or grant, use the drop-down box to select the appropriate project or grant. If not applicable, you can leave this field blank.

**Activity (if applicable):** If your expense is associated with a particular activity, use the drop-down box to select the appropriate project or grant. The Activity dimension will be most commonly used by MTCA. If not applicable, you can leave this field blank.

**Example – Completed Employee Stipend Request Form -** On the Employee Stipend Request Form file, there is a tab containing a completed example of the form.

**Revisions:**

**May 21, 2019 –** the expense reimbursement process changed for all employees of Intacct-Using Entities as of May 2019. Employees of these agencies now use Paylocity Web Expense to process expense reimbursement requests. Please refer to the [Paylocity Web Expense Guide](http://www.archindy.org/finance/files/intacct/Paylocity%20Web%20Expense%20Guide.pdf) for more information about the updated procedures.