



Human Resources Classification & Compensation

Request a Monthly Stipend (Management Initiated Only)

- ✓ Complete the **Temporary Salary Stipend Request** form and obtain necessary approvals.
- ✓ Upon obtaining the necessary approvals, submit the document(s) to Human Resources.
- ✓ Human Resources will review the Salary Stipend and communicate the results to management.
- ✓ Human Resources will process the salary stipend and notify the appropriate parties of outcome.