

Approve Student Stipend



Purpose: Once the initiator creates a Student Stipend request and assigns a supervisor, the task workflows for approval. The Approver will process the workflow through **MyNKU**. Approvers will process all Student Stipends using this same method.

A summary of the information can be viewed on the initial screen, as highlighted below.

All Tasks (1)	Approve Form
<input type="text" value="Search"/>	
<p>Approve Student Stipend 000000078918 for Nick Norse Northern Kentucky U... Medium</p>	<p>Approve Student Stipend 000000078918 for Nick Norse Northern Kentucky University Created on Sep 5, 2024, 10:03 AM</p> <p> </p> <p>Form Type: Student Stipend Priority: NORMAL Employee Name: Nick Norse Start Date: 09/02/2024 End Date: 09/27/2024 Process started on: 09/03/2024 Process started by: EPHRTEST1 Total payment amount: 100.00 Please Approve, Return to Author or Reject this form.</p>

To process the **Approve Request** screen, click on the **Open Task** Icon, on the bottom right-hand corner of the screen.

[Show Log](#) [Claim](#) [Open Task](#)

The **Approve Request** screen will populate the Student Stipend with all the information.

Operation: New

Payment Reason:

Assignment Start:

Assignment End:

Total Payment (USD):

Pay Period Amount:

Cost Center Override:

Internal Order Number:

The use of this form is restricted to research assistants, resident advisors, student media, student athletic team managers, and pep band, graduate assistants, teaching assistants, and graduate teaching instructors. This form is not to be used for supplemental pay. Payroll will have the final say in determining student eligibility to receive stipends based on compliance with the Department of Labor.

Job Description:

Estimated Hours:

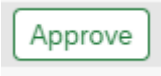
Comment History:

Add Comment:

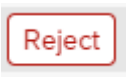
ision:
[Approve](#)
[Reject](#)
[Back to Author](#)

To process, the approver can click **Approve**, **Reject** or **Back to Author**.

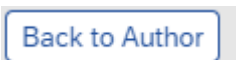
Once **Approve** is clicked, the Student Stipend is approved and workflowed to the next level approver, if necessary. When approved all the way through workflow, a notification appears in the Initiator and Approver's inbox.



Once **Reject** is clicked, the Student Stipend is rejected, and the workflow ends. A notification appears in the Initiator and Approver's inbox.



Once **Back to Author** is clicked, process the confirmation question.



Confirm



Are you sure you wish to return this request?

If the approver clicks, **No**, the screen remains.

If the approver clicks **Yes**, the following confirmation is produced.

Processing successful.
Reference number: 000000078918
This window may now be closed

A task to edit the student stipend, workflows to the initiator's MyInbox See example below.

Search  	<h3>Edit Student Stipend 000000078918 for Nick Norse</h3> <p>Northern Kentucky University</p> <p>Created on Sep 5, 2024, 10:20 AM</p>
<p>Edit Student Stipend 000000078918 for Nick Norse</p> <p>Northern Kentucky U... Medium</p>	

When editing a student stipend please follow the previous steps to submit your changes.