



Instructions: Stipend requests should be initiated in Workday as a Compensation Change>Allowance>Flat Amount Stipend. Complete and attach this stipend request form to the business process. Please contact your HR Compensation Analyst if you need assistance or email HRFacCompChange@unlv.edu.

HUMAN RESOURCES

Stipend Request for Administrative Faculty

Department:	Requestor:
Name:	Position #:
Current Title:	Requested title with Stipend:
Supervisor Name & Title:	Requested Amount: <input type="checkbox"/> Annual <input type="checkbox"/> Monthly
Current Salary:	Total Salary with Stipend:
Stipend Start Date:	Stipend End Date:

Reason for stipend request:

Who was performing these duties before?

Additional responsibilities assumed: (Attach additional sheet if necessary)

Have you confirmed these additional responsibilities are currently not part of the employee's current Position Description Questionnaire (PDQ) responsibilities?
 Yes No (If no, please ensure these duties are currently not part of the employee's current PDQ)

When will the employee be performing additional responsibilities?
 After normal working hours.
 Weekends.
 During normal working hours. Please explain how regular work and additional responsibilities be differentiated:
 Other. Please explain:

Disclosure: I understand the employee's department is responsible for tracking stipends and ending as appropriate.

Signatures

Requestor: _____ Date: _____
 Supervisor: _____ Date: _____
 Department Head/Vice President: _____ Date: _____