



Long Beach Community College District
Office of Human Resources

Stipend Request Form

Submit this form and any attachments to: stipends@lbcc.edu

TO: HUMAN RESOURCES – G3

DATE: _____

Employee (attach list for two or more names): ^a		Employee ID (PeopleSoft): ^b	
Department/School: ^c		Stipend Period: ^d	Amount of Stipend: ^e
Explanation: ^f		Total Hours and Number of Weeks: ^g	
Deliverable: ^h		<input type="checkbox"/> Contractual ⁱ <input type="checkbox"/> Non-contractual	
1) Signature, Project Director/Manager/Department Head: ^j		Date:	Account # (xxxxxx-xx-xxxxxx-xxxx): ^k
2) Signature, Fiscal Services Accountant: ^l		Date:	
3) Signature, Academic Affairs or Student Services (Area Vice President): ^m		Date:	
4) Signature, Director or Deputy Director, Fiscal Services: ⁿ		Date:	
5) Signature, Vice President, Administrative Business Services: ^o		Date:	
6) Signature, President-Superintendent: ^p		Date:	
7) Signature, Vice President, Human Resources: ^q		Date:	
<i>For Human Resources only: ^r</i> Board Action Date: _____ Entered into Board Doc Date: _____ Date Paid: _____ Initial: _____ PeopleSoft Entry Date: _____			Note:



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Stipend Request Form Procedures

1. The Stipend Request form can be found on the LBCC general HR forms webpage:
 - a. <https://www.lbcc.edu/post/general-hr-forms>
2. Once the Project Director/Manager/Department Head (the one submitting the stipend form), has filled out the following sections they may send the form out for signatures through Adobe Sign.
 - a. Employee Name
 - b. Employee ID
 - c. Department/School
 - d. Stipend Period
 - e. Amount of Stipend
 - f. Explanation
 - g. Deliverable
 - h. Total Hours and Number of Weeks
 - i. Contractual or Non-Contractual
 - j. Signature, Project Director/Manager/Department Head, with date
 - k. Account #
3. The following signatures are required, in order:
 1. Signature, Project Director/Manager/Department Head:
 2. Signature, Fiscal Services Accountant
 3. Signature, Academic Affairs or Student Services (Area Vice President)
 4. Signature, Director or Deputy Director, Fiscal Services
 5. Signature, Vice President, Administrative Business Services
 6. Signature, President-Superintendent
 7. Signature, Vice President, Human Resources
 8. *NOTE: A helpful practice is to CC any executive assistants working under the signers to remind them to sign.*
4. Once the stipend request form has been signed by all parties it will be processed in PeopleSoft.
5. After the stipend request form has been processed, it will be sent to the Board of Trustees
 - a. The LBCCD Board of Trustee meetings schedule can be found here:
<https://www.lbcc.edu/pod/lbccd-board-meetings>
6. The stipend will then begin to be dispersed to the recipient(s) on the 10th of the following month

Match the subscripts (sorted alphabetically) in each section within the Stipend Request form to the table below for more information and clarification on each section.

Section	Explanation
a	Write the name of the stipend recipient in this section <i>NOTE: If there are two or more names then write “see attached” in this section and attach a document alongside this form with the names, employee IDs, and a breakdown of the stipend amount allocated to each participating employee.</i>
b	Write the Employee ID # of the stipend recipient in this section <i>NOTE: If there are two or Employee IDs then write “see attached” in this section and attach a document alongside this form with the names, employee IDs, and a breakdown of the stipend amount allocated to each participating employee.</i>
c	Write the Department/School in this section
d	Enter the stipend period in this section
e	Enter the stipend amount that is being requested in this section
f	<u>In this section or as a separate attachment</u> , describe the nature of the project, program, etc. that has been completed as it relates to the stipend.
g	Enter the total hours worked by the stipend recipient(s) in this format: <ul style="list-style-type: none"> • Total Hours: XX; Total Weeks: XX
h	<u>In this section or as a separate attachment</u> , provide: a.) evidence that the project associated with the stipend was completed/is being completed, or b.) an outline of how the stipend will be completed. This can be in the form of writing or attachments as they relate to the stipend. <u>Please note that the deliverable is not the stipend amount.</u>
i	Check either Contractual or Non-contractual as it relates to the status of your stipend
j	The Project Director/Manager/Department Head (the one submitting this stipend form), will sign and date this section.
k	Enter your account # in this section. Account numbers are 18 digits long and should include 3 dashes dividing the digits into groups. The string is broken down into following groups: XXXXXXXX - XX - XXXXXX - XXXX [account] [fund] [department] [Program]
l	An LBCC accountant will sign and date this section. Steve Skille will be the primary signer and Sem Chao will be a backup signer.
m	The Vice President, Academic Affairs or Student Services will sign and date this section
n	The Director or Deputy Director, Fiscal Services will sign and date this section
o	The Vice President, Administrative Business Services will sign and date this section
p	The President-Superintendent will sign and date this section
q	The Vice President, Human Resources will sign and date this section
r	Human Resources will fill out this section.



Long Beach Community College District
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Board Meetings and Stipend Deadlines 2024

<u>BOARD MEETING</u>	<u>STIPEND DEADLINE TO</u>	<u>DEPT SUBMITTAL</u>	<u>CABINET BOARD PREP</u>	<u>AGENDA POSTED</u>
2 nd or 4 th WEDNESDAYS (unless noted) 5:30 PM (Closed 4:30 PM)	<u>HR</u> 12:00 pm <u>Subject to change</u>	THURSDAYS (unless noted) 4:00 PM	FRIDAYS (zoom) (unless noted) 10:00-11:00 AM	FRIDAYS (unless noted) 5:00 PM
January 24	-	Jan 11	Jan 12	Jan 19
February 21 (3rd Wed)	-	Feb 8	Feb 9	Feb 16
March 13	-	Feb 29	Mar 1	Mar 8
April 17 (3rd Wed)	-	March 29 (Week early due to Spring Break)	Apr 8 (Mon due to Spring Break)	Apr 12
May 22	-	May 9	May 10	May 17
June 26	-	Jun 12 (Wed due to 4/10)	Jun 13 (Wed due to 4/10)	Jun 20 (Thu due to 4/10 sched)
July 17 (3rd Wed)	-	Jul 3 by 9am (Wed due to holiday & 4/10 sched)	Jul 3 (Wed due to holiday & 4/10 sched)	Jul 11 (Thu due to 4/10 sched)
August 14	Jul 17	Jul 31 (Wed due to 4/10 sched)	Aug 1 (Thu due to 4/10 sched)	Aug 8 (Thu due to 4/10 sched)
September 11	Aug 22	Aug 29	Aug 30	Sept 6
October 9	Sept 19	Sept 26	Sept 27	Oct 4
November 13	Oct 24	Oct 31	Nov 1	Nov 8
December 11	Nov 24	Nov 27 (Wed due to holiday)	Dec 2 (Mon due to holiday)	Dec 6



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Board Meetings and Stipend Deadlines 2025

<u>BOARD MEETING</u>	<u>STIPEND DEADLINE TO</u>	<u>DEPT SUBMITTAL</u>	<u>CABINET BOARD PREP</u>	<u>AGENDA POSTED</u>
2 nd or 4 th WEDNESDAYS (unless noted) 5:30 PM (Closed 4:30 PM)	<u>HR</u> 12:00 pm <u>Subject to change</u>	THURSDAYS (unless noted) 4:00 PM	FRIDAYS (zoom) (unless noted) 10:00-11:00 AM	FRIDAYS (unless noted) 5:00 PM
January 22	Jan 2	Jan 9	Jan 10	Jan 17
February 26	Feb 6	Feb 12	Feb 13	Feb 21
March 26	Mar 6	Mar 13	Mar 14	Mar 21
April 23	Mar 27	Apr 10	Apr 11	Apr 18
May 14	Apr 24	May 1	May 2	May 9
June 18 (3rd Wed)	May 21	Jun 3 (Tue due to Commencement & 4/10)	Jun 4 @ 1pm (Wed due to Commencement & 4/10)	Jun 12 (Thu due to 4/10 sched)
July 9	Jun 18	Jun 26 (Thu due to holiday & 4/10 sched)	Jun 30 (Mon due to holiday & 4/10, M'Shelle Out)	Jul 3 (Thu due to 4/10 sched)
August 6 (1st Wed)	Jul 16	Jul 23 (Wed due to 4/10 sched)	Jul 24 (Thu due to 4/10 sched)	Jul 31 (Thu due to 4/10 sched)
September 10	Aug 20	Aug 28	Aug 29	Sept 5
October 8	Sept 18	Sept 25	Sept 26	Oct 3
November 12	Oct 23	Oct 30	Oct 31	Nov 7
December 10	Nov 20	Nov 26 (Wed due to holiday)	Dec 1 (Mon due to holiday)	Dec 5