## Putting the Pieces Together

In some cases, DPS leaders may need to request a stipend be added to an employee's paycheck. This might be for a sign-on or relocation bonus, retention, an interim role, or an incentive program.

**Before ever making this type of request, managers must consult with their HR Partner to get pre-approval.** Once gaining pre-approval, leaders will initiate the request in Infor HR. Once the request has been submitted, the requestors manager must approve the request before it goes to Compensation for final approval.

Manager approval should be completed a minimum of 2 weeks prior to payday. This will provide Compensation with ample time to process the request.

This guide outlines how to:

- Log in to Infor HR - (pg. 2)
- Approve a Stipend Request - (pg. 4)

## Which Outcome to Expect

Upon completion of this process, the request will be sent to Compensation for review/approval. Once the process is complete, the requestor will receive an email notifying of Compensations decision to approve/return/reject the request.

## Navigating the Process

**Related Guides:**

- Request a Stipend (Manager)
- Change an Employee’s Pay Rate (Manager)

To locate these guides, check out the Infor HR Resource Center.

## Who To Contact

Please contact your HR Partner if you have any questions.
ACTION:
Log in to Infor HR

1) Access thecommons.dpsk12.org. Using the Portals and Tools (a) dropdown at the top of the screen, select Employee Action Center (b).

Where to Find Additional Resources
- From this page, you can access the Infor HR Resource Center (a) on the left for quick access to step-by-step guides & resources for all Employee & Manager Space processes.
2) Click **Visit (a)** under the **Manager Space** section to access Infor HR.

3) Using your district credentials, enter your **User Name** and **Password (a)**, then click the **blue arrow (b)** to log in.
ACTION:
Approve a Stipend Request

1) In the top-right corner of the screen, click on your name (a), and in the dropdown, click on My Inbasket (b).

2) From the Inbasket, under the Work Items (a) tab, locate the line item with “Request Special Incentive” in the Work Description column, and double-click on it to open the request (b).
3) A pop-up will appear with the details of the request. As the manager, using the buttons at the bottom of the pop-up, you can either Approve, Return, or Reject (a) the request.

**Things to Avoid**
- You should never alter the Resource field when reviewing and approving these requests. If the stipend was submitted for the wrong employee, you should **Reject (a)** the request and ask the requestor to submit it for the correct employee.

**Which Outcome to Expect**
- Clicking Approve (a) will route your request to Compensation for final approval. Your approval should be a minimum of 2 weeks prior to the Requested Payment Date to ensure time for processing. Once Compensation makes a final decision, the requestor will be notified via email with the result.
- Clicking Return (a) will return the request back to the requestor, allowing them to edit and re-submit the request.
- Clicking Reject (a) will delete the request, and the requestor will need to start completely over should they want to submit another request.