Paying coaching stipends

Process overview
• Coaches for VHSL-sanctioned activities are paid a lump-sum volunteer stipend in one payment at the end of each season.
• Coaching stipend groups and amounts are posted on the Salary Scales page.
• Once coaching stipends are applied to employee timecards, the appropriate Athletic Director can review and approve the timecards by following the Using the Total Hours genie to review “Transferred In” employees directions.

Kronos overview
1. Identify the correct coach stipend group and amount using the coaching stipends scale posted on the Salary Scales page:
   o Each coach position for each sport falls into a specific group listed on the stipend scale.
   o If the employee has held that position for four or more years, select the appropriate longevity percentage (4-8 years, 9-12 years, etc.).
2. Select the correct coach pay group in the Pay Code column for the employee’s timecard; the correct dollar amount is attached to the pay group and will automatically calculate on the timecard.
3. Enter a comment identifying the position being paid.
4. Complete a labor level transfer to charge the correct budget code.
5. Run the Non-Existing Budget Codes report to verify that you have not charged the coaching stipend to an inactive budget code.

Step-by-step directions for applying the stipend to an employee’s timecard
1. Open the employee’s timecard and navigate to the correct pay period.
2. Click the plus sign to the right of the date you want to make the payment; this adds a line to the timecard where you can enter the payment.
3. Click into the Pay Code column on that blank line; scroll down to find the coach pay choices and click to select the appropriate one.

Note: You may need to resize the width of the Pay Code column to read the line descriptions. You can also hover over the items to see all the details.
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4. In the Amount cell, enter 1 for 1 unit. It will look like 1:00.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Pay Group 1-10 Percent</td>
<td>1.00</td>
</tr>
</tbody>
</table>

**Note:** if employees share a coaching role, enter the appropriate decimal point conversion to indicate how much of the stipend they receive. For example, if two employees are serving as the head coach for a sport, enter .5 for the amount, and the employee receives half of the total stipend amount.

5. Add a comment to the Amount cell indicating what coaching position this is paying:
   a. Right-click on the Amount cell; when the Pay Code Actions window appears, click on the Comments command in the lower-left corner.
   b. When the Comments window opens, click on the dropdown and select Other.
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c. Click into the text box below and type in the coaching position being paid.

![Comment window](image)

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach Pay Group 1:10 Per...</td>
<td>1:00</td>
<td>1.00</td>
<td>Other [Football head coach WAHS]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th>Job</th>
<th>Account</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>-9999/08953/999999-999999/NA/21/18/08P</td>
<td>All Hours</td>
<td>30/18</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-9999/08953/999999-999999/NA/21/18/08P</td>
<td>Base Pay</td>
<td>30/73</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-9999/08953/999999-999999/NA/21/18/08P</td>
<td>Coach Pay Group 1:10 Percent</td>
<td>1.00</td>
<td>$575.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. On the **Totals** tab, you will see the amount of the stipend listed in the **Wages** column. Verify that it is correct by cross-referencing with the [coaching pay scale](#).

7. To change the budget code so that the coaching pay is not charged to the employee’s regular salary code, click into the **Transfer** column, and click on the **Search** command.
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8. When the Transfer window opens, click on the Labor Account tab and then enter the appropriate information into the first four labor levels:
   - HR Dept Code: [click here for a list of these codes]
   - Fund-Dept-Loc: use the appropriate budget code segments
   - Reports To: use the supervisor’s employee ID; if the supervisor is part of your department/location, you can find that information using these directions. Otherwise, use the Positions by Employee report.
   - Function-Object: use the appropriate budget code segments

Use the Labor Levels – transferring labor levels documentation to complete this step.

9. When you have entered the first four labor levels, click on the Apply button in the lower-right corner to close the Transfer window.

10. The Transfer column now includes the correct salary code information to charge the coaching stipend to the correct budget.

11. Run the Non-Existing Budget Codes report to verify that you have not charged the coaching stipend to an inactive budget code. Follow the steps below; if you don’t see your transaction on the report, you can proceed to step 12. If your transaction appears on the report, consult the Understanding the Non-Existing Budget Codes report documentation for appropriate next steps:
   - Open Internet Explorer (Do not use Google Chrome unless you download the IE extension available here: https://chrome.google.com/webstore/detail/ie-tab/hehijbfgjeikmjfkjipkbammjibdenad?hl=en-US.)
   - Paste the report link into the browser: http://cob-gp-dyn2016.albemarle.org/Reports/report/COB/General/WTK_Nonexisting_Budget_Codes

   Note: this report requires users to sign in.
   - If you are connecting from outside the network, you will need to establish a VPN connection to the network first.
   - Schools users will enter their domain and username: schls\username
   - All users enter their regular network password (the same one you use to open email, log onto your computer, etc.)

12. Click on the Save command to save your work.