

DO NOT SAVE THIS FORM ON YOUR DESKTOP FOR REUSE.  
ALWAYS OBTAIN THE MOST RECENT FORM FROM THE  
WEBSITE, AS IT IS UPDATED REGULARLY.

Updated:06.16.2025 With  
new mandatory payroll  
deduction numbers.

## Faculty Stipend and Invoice Forms

- Stipends must be approved by HR before the start date.
- This form is for current WVMCCD Faculty (Full or Part Time) for college-related activities beyond their normal teaching or non-teaching assignments. Current means faculty member must have a teaching assignment in the pay period in which the stipend is issued.
- Stipends are not to be used to perform work within the scope of the faculty member's regular assignment or position.
- This agreement is not valid, and work is not to begin, until signed by all parties and returned to initiating department.
- Hours worked must be reported on stipend invoice form in order to be paid. Stipends can no longer be paid by a flat rate.
- When you fill in the Amount Not to Exceed and the Hourly Rate, the Total and Total hours will autofill.
- When submitting please submit the Approved Stipend and the Invoice together to payroll.



FACULTY

## Faculty Stipend and Invoice Form

- This form is for **current** WVMCCD Faculty (Full or Part Time) for college-related activities beyond their normal teaching or non-teaching assignments. **Current means faculty member must have a teaching assignment in the pay period in which the stipend is issued.**
- Stipends are not to be used to perform work within the scope of the faculty member's regular assignment or position.
- **Stipends are not to be used for teaching or curriculum development, except for grant-funded programs.**
- This agreement is not valid, and work is not to begin, until signed by all parties and returned to initiating department.
- Hours worked must be reported on stipend invoice form in order to be paid. **Hours must be reported. Stipends can no longer be paid by a flat rate.**

Department Initiating Stipend:  Date: Name:  Employee ID# Current Position:  Full Time ☐ Part Time ☐ Mission ☐ West Valley ☐Stipend Assignment Title: 

1. In detail, describe the specific assignment/project to be performed, expected time involvement, and the knowledge you possess to perform it. If appropriate, distinguish the stipend assignment from your current assignment. You may attach a separate sheet.

2. If this is for teaching or curriculum work, provide the name of the grant-funded program.

**Stipend must be received in HR before Start Date**Start Date:  End Date: 
  
 Financial Analyst Initials  


Account #s

Amount Not To Exceed:	<input type="text"/>	Schedule C Non-Instructional Hourly Rate:	<input type="text"/>
Mandatory Payroll Deduction = +21.4218%:	\$ 0.00	(To be completed by the department)	<b>OR</b>
Total:	\$ 0.00	If employee is to be paid a different hourly rate, indicate rate:	<input type="text"/>
Pay by hourly invoice monthly:	<input type="checkbox"/>	Indicate below justification for paying a different rate:	
Pay by hourly invoice at completion of service:	<input type="checkbox"/>		
Return copy of processed stipend to:	<input type="text"/>		
	# of Hours authorized for this stipend: <input type="text"/>		

Employee Print Name:  Signature:  Date: Requestor Print Name:  Signature:  Date: Administrator Print  Signature:  Date: Pres/VP/Vice Chanc\* Print Name:  Signature:  Date: Personnel Specialist Print Name: L. Pollock/M. Delos Reyes Signature:  Date: 

\*Only administrators or managers may authorize the expenditure of funds and approve hours worked when invoices are submitted.

## HUMAN RESOURCES USE ONLY

HR Specialist:  TB Exp:  STRS Creditable? ☐ Yes ☐ No



Approved for employment by Associate Vice Chancellor or Designee

Date

Stipend #

**DocuSign order:**

Employee (sign) → Requestor (sign) → Admininstrator (sign) → Pres/VP/Vice Chanc (sign) → Business Services / Personnel Specialist (sign)  
 → Faculty Specialists (Sign, Tina Leech –WVC, Ruth Nadig –MC) → AVC or Designee (Mary Lonich) (sign)