

SUMMER 2015 STIPEND – SEMESTER CONVERSION

CAL POLY POMONA

Instructions:

- Fields in the top two sections must be completed, except dates of work.
- Faculty member to sign the form and send it to Semester Conversion Office.
- Semester Conversion Director signs request and sends form back to College.
- Dean or Associate Dean certify completion of work, at beginning of Fall 2015.
- Signed copy sent to the Semester Conversion Office for final approval.
- Semester Conversion Office sends to Faculty Affairs, and then Payroll.
- Payroll to forward to Budget Services to post the expense against the stipend CFS.

Stipend Eligibility:

- Must be member of College Curriculum Committee
- Primary State appointment time base must be 1.0 in pay period that stipend is earned.
- Current appointment job code = 2360, 2361, 2481, 2482, 2358, or 2359
- FERPs may not be eligible (e.g., those with a .50 AY appointment). Please contact Faculty Affairs for information regarding eligibility.

CURRENT FACULTY APPOINTMENT							
DOC. DATE		BRONCO ID #		EMPLOYEE'S POSITION #		JOB CODE	
NAME				COLLEGE			
CFS				DEPARTMENT			
Semester Conversion College Curriculum Committee STIPEND - Summer 2015							
CFS	601100-POM01-20020-0408-C3348			STIPEND AMOUNT*	\$2,500	PAY PERIOD	Summer 2015
# OF HOURS BY SPECIFIC DATE(S)							
REASON FOR STIPEND	As a member of the College Curriculum Committee, review college course ECOs and approve for review by Dean or return to department for revision in partial satisfaction of the task to submit College new, revisioned, and GE course proposals to Academic Programs by the October 9 and November 9, 2015 deadlines.						
EMPLOYEE'S SIGNATURE							
APPROVAL PHASE I							
SEMESTER CONVERSION DIRECTOR'S APPROVAL (REQUIRED)							
Francelina Neto, Ph.D.				Date			
APPROVAL PHASE II (after work completion)							
DEAN/ASSOCIATE DEAN APPROVAL (REQUIRED)							
Name (Please Print)				Signature			
Title				Date			
SEMESTER CONVERSION DIRECTOR'S APPROVAL (REQUIRED)							
Francelina Neto, Ph.D.				Date			
ADDITIONAL EMPLOYMENT APPROVAL							
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Shanthi Srinivas, Ph.D. AVP for AP,P,&FA					Date:
FINAL PROCESSING							
PAYROLL	<input type="checkbox"/>					BUDGET SERVICES	<input type="checkbox"/>

***Tax withholding for stipend: The flat tax method is used to calculate income taxes, 25% Federal and 6.6% State. Social Security tax at 6.2% and Medicare tax at 1.45% will be applied. Total: 39.25%.**