

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BUSINESS PROCEDURES MANUAL

Procedure 3.16
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Effective Date: April 1, 2009

Supersedes: Procedure 3.16 dated November 15, 2002

Applies To: System Office and Colleges

Procedure Responsibility: System Office of Business Services

Stipends

Section 3.16.1 – Employee Stipends

Section 3.16.2 – Non-Employee Stipends

Section 3.16.1 – Employee Stipends

KCTCS employees performing additional duties and responsibilities on a temporary basis may be provided, *at management's discretion*, temporary supplementary compensation in the form of a stipend. All employee stipends must be processed through KCTCS Human Resources and the appropriate Payroll Office using applicable procedures and approvals. Under no circumstances should an employee stipend be processed using the non-employee process as described below.

Section 3.16.2 – Non-Employee Stipends

- A. Submitting College or System Office Unit - KCTCS will provide a non-employee stipend in certain situations. These stipends are generally a participant, non-service payment as prescribed by a sponsor and are related to various grants such as Upward Bound, Tech Prep, Student Support, etc. In this instance stipends of this form are to be charged to account 50235 and submitted on a Check Request Form (BA1). The check request must include documentation per the sponsor's requirements, including the stipend amount per participant.
- B. KCTCS Accounts Payable – Accounts Payable will review the check request ensuring that account 50235 is charged and that the individual's vendor number is on the check request. Check requests without an individual's vendor will be returned for lack of required information.
- C. KCTCS Vendor Control – An individual receiving a non-employee stipend must be established as a 1099 vendor.

End of Procedure