

Submitting Stipend Hours for; Non-exempt Hourly Employees

New Qualtrics form

Updated 8/18/2023

Hourly Coach/Stipend

To ensure timely payment for these hours, they will need to be submitted -AND- approved by regular processing deadlines. (When your timesheets are due according to pay schedule).



Example: Associate, Clerical, Para, Campus Monitor or any Cycle 4 employee



Coaches must track hours and submit Qualtrics form

https://dmschools.co1.qualtrics.com/jfe/form/SV_5o44tjQwrk4UPQy



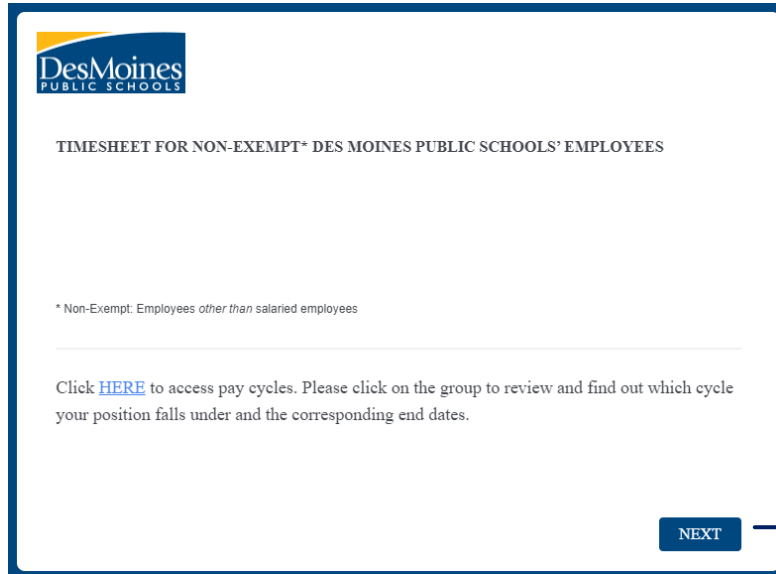
Their pay dates would follow their primary position

Cycle 2: Semi-monthly, 15th and last day of the month

Cycle 4: Bi-weekly, every other Friday

Qualtrics Timesheet

► https://dmschools.co1.qualtrics.com/jfe/form/SV_5o44tjQwrk4UPQy



DesMoines
PUBLIC SCHOOLS

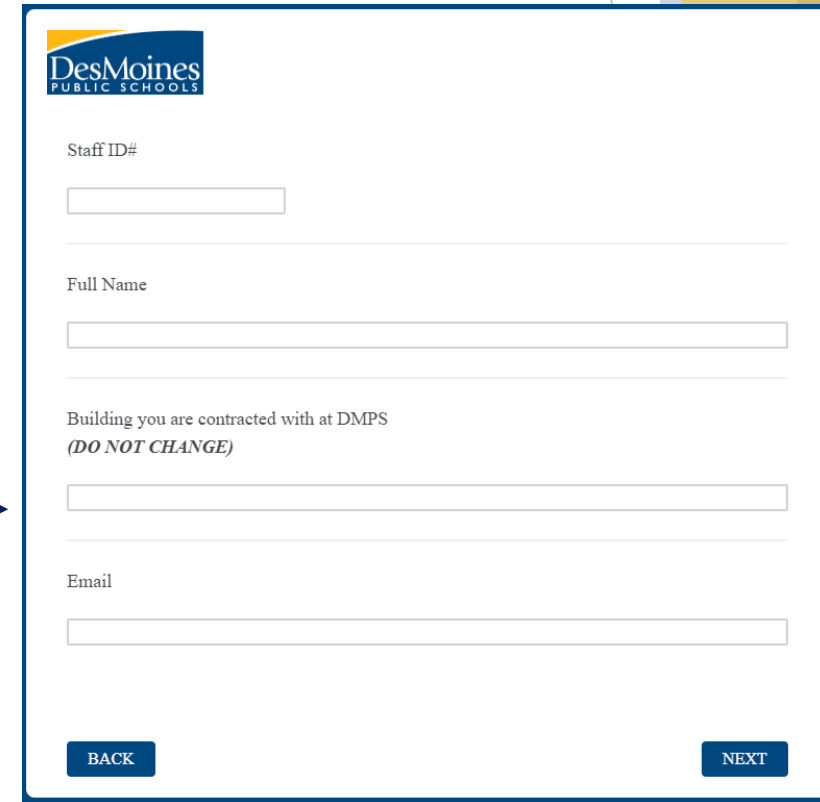
TIMESHEET FOR NON-EXEMPT* DES MOINES PUBLIC SCHOOLS' EMPLOYEES

* Non-Exempt: Employees *other than* salaried employees

Click [HERE](#) to access pay cycles. Please click on the group to review and find out which cycle your position falls under and the corresponding end dates.

NEXT

Once you click
NEXT, your
information will
auto-populate
with your district
Single Sign On
information.



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Staff ID#

Full Name

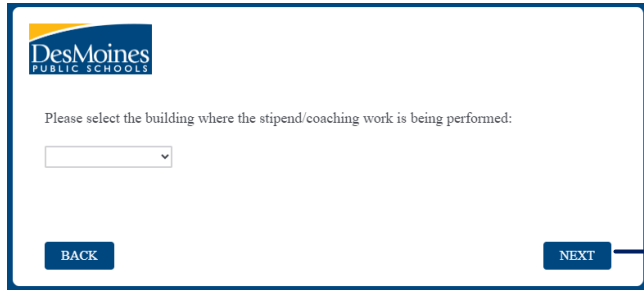
Building you are contracted with at DMPS
(DO NOT CHANGE)

Email

BACK NEXT

Note: Qualtrics works best in Firefox or Google Chrome. Avoid using Microsoft Edge.

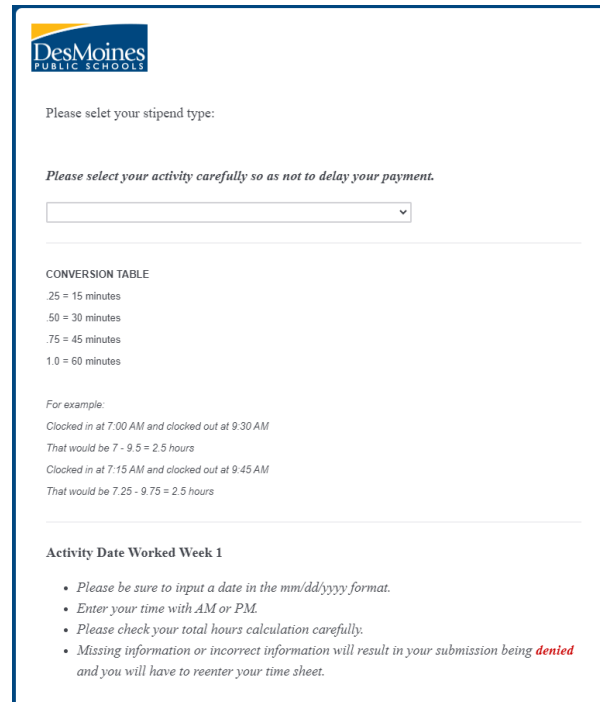
Qualtrics Timesheet



You will select which building you are doing the work in.

i.e. If you work at Hoover, but coach at North, enter North

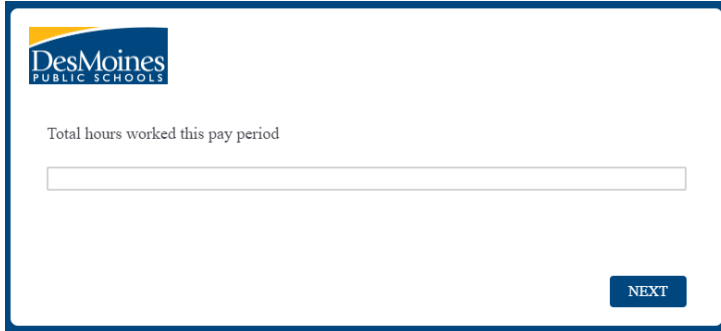
Exceptions: Some Stipends will also be included in this drop down list, you will select the specific stipend. i.e. B2B & S4S



This page is where you will enter your hours worked.



Qualtrics Timesheet

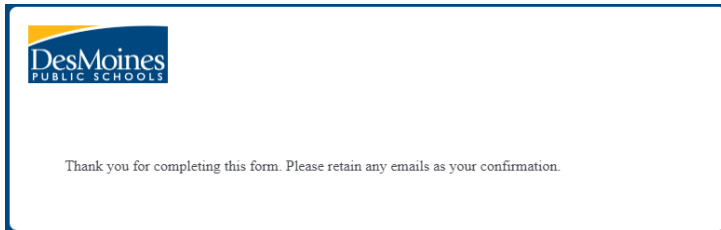


Des Moines
PUBLIC SCHOOLS

Total hours worked this pay period

NEXT

You will then enter a total amount of hours worked.



Des Moines
PUBLIC SCHOOLS

Thank you for completing this form. Please retain any emails as your confirmation.

Once you hit Submit, this will automatically route to the correct person(s) for approval and come to Payroll after they have approved your hours.

Approvers:

High School- Athletics Director

Middle School- Student Engagement Coordinator

Elementary School- Principal

B2B & S4S Programs- Brian Tate

You will also receive confirmation of submitting this form to your email.

Summary

Contact: Gwendolyn.Abington@dmschools.org

1. **Hourly stipends and/or coaching pay:** employees who also work for the district in a non-exempt or hourly position.
 - a. Some types of positions that are non-exempt and paid hourly include:
 - i. Associates
 - ii. Campus Monitors
 - iii. Operations
 - iv. Clerical/secretarial
 - v. Paraprofessionals
 - b. Hourly based non-exempt positions must complete the Qualtrics form each pay period to be paid.
 - i. Items needed to be paid:
 1. Specific dates/times submitted on: https://dmschools.co1.qualtrics.com/jfe/form/SV_5o44tjQwrk4UPQy
 2. Qualtrics form will route to the AD for approval at the HS level, SEC at the MS and the Principal at the ES.
 3. Due Dates for the time sheet follow the employee's primary position's pay period.
 - c. Hourly Rates:
 - i. \$10 per hour for straight time and \$15 per hour after that. For example, a 7.5-hour position employee works 1.5 hours for the stipend or coaching assignment, they would receive \$5 for the half hour between 7.5 and 8 and \$15 per hour for 1 hour.
2. If a non-exempt employee leaves their primary position early to go coach or ride the bus to the activity, the employee must use comp time or personal leave. In some cases, the supervisor may approve the employee's day be adjusted and work a different schedule so long as the daily hours are met. Otherwise, a deduction will occur for the hours not worked.
3. The Qualtrics form is required to be submitted by the employee every pay period and approved by the responsible party.

► **Note: Payroll can only process payments if there is a pay assignment.**