Stipend Workflow

- **Paid by department’s Grad Ops?**
  - Yes: Request stipend by “Awarding a Grad Stipend” job aid
  - No: Budget Admin add Shared, External, or Grant budget

  **Denied by Dean?**

- **Grant funded?**
  - Yes: Grant Accounting approves stipend
    - New student?
      - Yes: Student Employment verifies cleared to work and enters contract in HCM
      - No: Student emailed background check authorization from PreTrax
        - Clear background check returns to SES 2-5 days following authorization
        - No: Student fills out on-boarding forms
          - Accepted: Student receives email, reviews, and accepts contract
          - Not accepted: No stipend processed
  - No: Denied by Dean

- **Student emailed background check authorization from PreTrax**
- **Clear background check returns to SES 2-5 days following authorization**
- **Student fills out on-boarding forms**

**Legend**
- Decision
- Action
- Grant
- New student

- **New student?**
  - Yes: Dean reviews stipend for approval using “Approving a Stipend” job aid
    - Student receives email, reviews, and accepts contract
      - Accepted: Student employs
      - Not accepted: No stipend processed
  - No: PI approves stipend using “PI stipend approval” job aid