SJSU | PEOPLE AND CULTURE

SALARY STIPEND REQUEST FOR SUPA (Unit 8) EMPLOYEES

Instructions: Use this form to request a monthly stipend as outlined in the SUPA bargaining agreement. Submit a completed request to People and Culture at classcomp@sjsu.edu.

Check one:

- ☐ New Stipend Request – Complete Sections 1, 2, and 3
- ☐ Extend Current Stipend – Complete Sections 1, 2, and 3
- ☐ End Current Stipend Prior to End Date – Complete Sections 1 and 3. End Date: _____

1. INFORMATION ABOUT EMPLOYEE

Name: _____ SJSU ID: _____

Department: _____

Classification: _____ Position #: _____

2. INFORMATION FOR NEW OR EXTENSION OF STIPEND

☐ POST Intermediate Stipend $250 Beginning Date: _____

☐ POST Advanced Stipend $300 Beginning Date: _____
(includes $200 intermediate stipend amount)

☐ Special Assignment Stipend $ _____ Beginning Date: _____ End Date: _____

Description of Special Assignment:

☐ Uniform Allowance $ _____ Beginning Date: _____

Funding (Dept ID-Fund-Acct-Class/Project ID): _____

3. ADMINISTRATOR AUTHORIZATION AND PEOPLE AND CULTURE APPROVAL

Appropriate Administrator

Name: _____ Signature: _____ Date: _____

Appropriate Administrator

Name: _____ Signature: _____ Date: _____

Class/Comp Analyst Earnings ID: _____

Name: _____ Signature: _____ Date: _____