How to submit a Leadership Stipend in Oracle

1.) Each account number must be set up prior to entering the position in Oracle. Work with your accounting representative or the RIT Service Center to do so using Object Code 82580.
2.) Log in to Oracle, click on RIT Research Assistant/Participant payments
    a. If you do not have this function you can self-request it
3.) Click on OnBoarding
    a. Search for student by name or UID
    b. Review information, and validate by clicking Create/Confirm & Update
        i. All students will be required to set up direct deposit, and will receive an email to do so
        ii. Students who are non US citizens will receive an email requesting they set up their Glacier account
        iii. Once validated you may need to wait approximately one hour before entering payment information
4.) Click on Add Payment
    a. Fill in the student's name
    b. Additional Editor – department should add a second person who can take over within the department. This is recommended in case the primary editor is unable to perform the tasks.
    c. Click the button for Stipend
    d. Click the button from Leadership Stipend
    e. Add the RIT Career Connect number for the position the student will be performing (required)
    f. Click the appropriate term (Fall, Spring, One Time Payment)
        i. Term default dates will fill in the Start and End dates, but they can be edited for the appropriate duration of the stipend payments.
        ii. Dates must be the 15th or last day of the month
    g. Enter total amount of payment
    h. Add attachments if necessary (not required)
    i. Accounts
        i. Double click percent field, enter how much (100% unless the payment I being split between multiple accounts)
        ii. Select appropriate accounts (these must be set up prior to entering the student payment using object code 82580)
        iii. Add a second row if paying from multiple accounts
5.) Click SAVE
    a. Wait for the screen to refresh. This may take up to 10 seconds, wait for the green box in the upper right hand corner to appear.
6.) Click Preview Releases
    a. Review the start date, end dates, number of payments, and payment amount
7.) Click Create Release, OK

Helpful Tips;

- All account numbers must be set up prior to entering the student payment. This is done through the RIT Service Center.
- If you are entering a large number of student payments, it is recommended to OnBoard all one day, and then enter the payments the next day
- Payroll Direct Deposit does not transfer to Stipend payments. Students will receive an email as soon as they are OnBoarded with instructions to set up Direct Deposit for their stipend payment.
- All students must be registered for full time classes or FTE to be eligible for Leadership Stipend roles
- Every Leadership Stipend paid role must have prior approval through the Student Employment Office, and must be entered in RIT Career Connect
- Students no longer need to complete an I-9 to be paid a Leadership Stipend