

# Stipend/Bonus Process Guide

## Introduction

This guide includes general information that users should know for logging onto OnBase and submitting a Stipend or Bonus Action request

### Steps to follow

- Review browser compatibility
- Enable Pop-ups
- Consider the prerequisites and assumptions
- Log onto OnBase
- Fill the required information and submit the Stipend or Bonus Action request for approval
- Identify the next steps and resources available

### Review browser compatibility

We recommend utilizing Chrome, Firefox, or Safari. **Google Chrome** (most current version) provides the most stable performance using OnBase.

Browser	Operating Systems
Chrome	Windows / Mac / Android / iOS
Firefox	Windows / Mac
Safari	Mac / iOS
Internet Explorer	Windows
Microsoft Edge	Windows

### Enable pop-ups

Many web browsers include pop-up blockers. Sometimes, these pop-up blockers are on by default. Pop-up blockers prevent some interface elements from displaying. We recommend to enable pop-ups to use all the features of the system.

## Prerequisites and assumptions

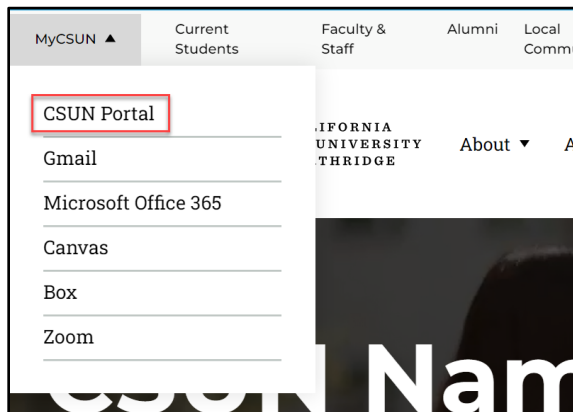
We encourage users to review the appropriate Collective Bargaining Agreements (CBA) and Updates before submitting a stipend or bonus request. The stipend and/or bonus eligibility is based on the bargaining unit. See the following link for Collective Bargaining Agreements and Updates:  
<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/collective-bargaining-agreements.aspx>

## Logging onto OnBase

You will need to visit the CSUN webpage: <https://www.csun.edu/>

If you have Pop-up Blocker enabled by default, you can allow pop-ups for OnBase.

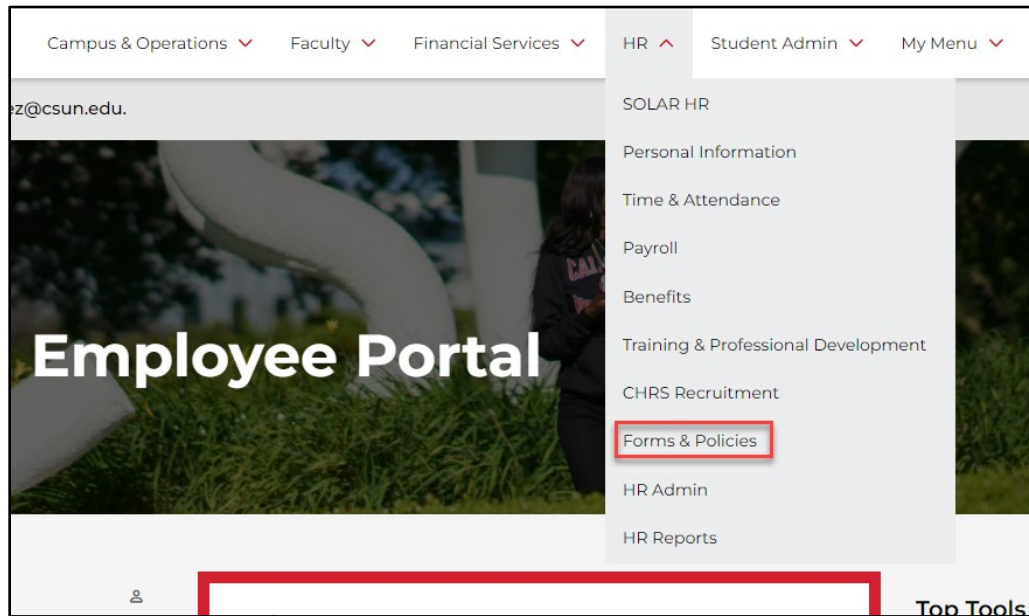
1. Navigate to MyCSUN and select **CSUN Portal**.



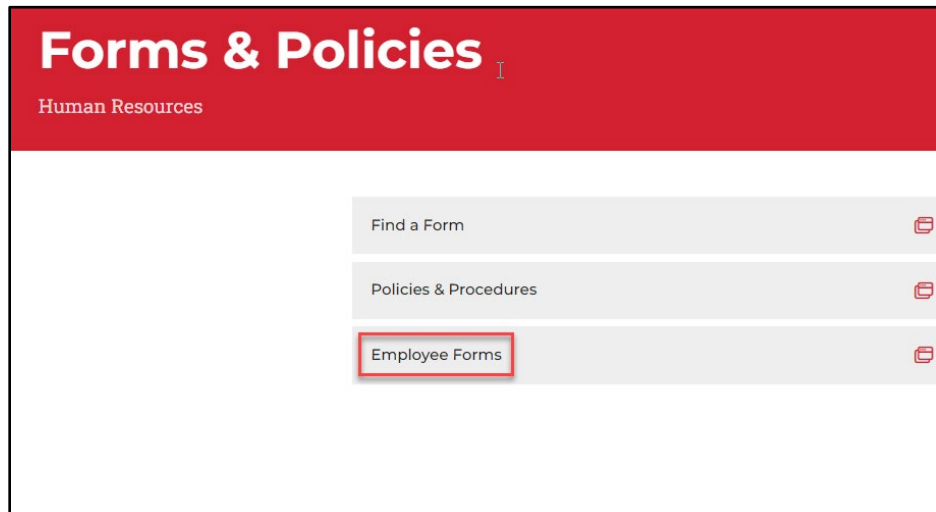
2. Enter your CSUN credentials to log in.

A screenshot of the OnBase login page. The page is divided into two sections: 'Navigation' and 'Login'. Under 'Navigation', there are links for 'Forgot My Password' and 'Forgot My User ID'. Under 'Login', there is a text prompt: 'Enter your user ID and password. New applicants should enter the email address and temporary password that you received from the University.' Below this, there is a security notice: 'For increased security, your connection will expire after 27 minutes of inactivity.' The login form includes a 'User ID:' field, a 'Password:' field with a toggle icon, and a red 'Login' button.

3. Navigate to the HR tab and select **Forms & Policies**



4. Select **Employee Forms**.



5. Select the **HR Stipend/Bonus Request Form** to access OnBase

**Employee Forms**

- [HR Direct Deposit](#)  
Setup payroll direct deposit.
- [Withholding Allowance Form](#)  
Make changes to your payroll tax withholding.
- [Prior Pay Period Adjustment](#)  
Make prior pay period adjustments for an employee.
- [Work Schedule Change Form](#)  
Change an employee's work schedule.
- [Accident/Illness Investigation](#)  
Supervisor to complete when an employee sustains a work related injury or incident.
- [HR Stipend/Bonus Request Form](#)  
Request a stipend or bonus for an employee.
- [TUC Check Request Form](#)  
The University Corporation check request form.
- [Other Employee Forms](#)  
Find other employee forms.

## Fill the required information and Submitting a Stipend Request

It is required to have the employee's current information to fill the form: **Employee ID#** and **Current Base Salary** before starting the process.

1. The Submitter information will default to your user account details (Do not edit this section).
2. Select the appropriate radio button for the transaction you wish to initiate.

Use this form to request staff stipends and bonuses.

**Type of Request \***

Stipend  Bonus

3. Complete the Employee information section (enter the details of the employee who is to receive the stipend or bonus).

**Employee Information**

CSUN ID \* Clear All Form Data

Last Name \*  First Name \*

Preferred Name \*  Email \*

Empl Rcd # \*  Dept. ID \*  Dept. Name \*

CSUN College  Division \*

Job Code \*  Job Title \*  Working Title \*

Bargaining Unit \*  Class \*  Type \*  Position Number \*

4. Complete the Stipend information by selecting **New** (for a new stipend) and **Change** (to modify an existing stipend).

**Stipend Information**

Select Stipend Request Type \*

New  Change

5. Selecting **New** or **Change** will open the Stipend details section of the form.

**Stipend Information**

Select Stipend Request Type \*

New  Change

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**Stipend Request**

Stipend Type  
CSJEU

Stipends are effective the first day of the starting pay period month and end the last day of the ending pay period month.

Starting Pay Period Month \*  Starting Pay Period Year \*

Ending Pay Period Month \*  Ending Pay Period Year \*

Employee's Base Compensation as of Stipend Start Date \*  New Stipend Dollar Amount \*  New Stipend Percent of Base Compensation

Reason for Stipend (Please provide reason for stipend, including the list of additional temporary project coordination, lead work, or higher-level work expectations performed. Note: This section will be included in the final memo to the employee.)\*

6. The Stipend Type will default to the appropriate union based on the employee receiving the stipend. You will need to complete all the fields listed below.
  - a. Starting Pay Period Month
  - b. Starting Pay Period Year
  - c. Ending Pay Period Month
  - d. Ending Pay Period Year
  - e. Employee's Base Compensation as of Stipend Start Date
  - f. New Stipend Dollar Amount
  - g. New Stipend Percent of Base Compensation will auto-generate based on the New Stipend Dollar Amount figure.
  - h. Reason for Stipend (**This section will be included in the final memo to the employee**)

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7. Completed Example:

**Stipend Request**

**Stipend Type**  
CSUEU

Stipends are effective the first day of the starting pay period month and end the last day of the ending pay period month.

**Starting Pay Period Month \*** 03 - March      **Starting Pay Period Year \*** 2023

**Ending Pay Period Month \*** 03 - March      **Ending Pay Period Year \*** 2023

**Employee's Base Compensation as of Stipend Start Date \*** \$5,000.00      **New Stipend Dollar Amount \*** \$200.00      **New Stipend Percent of Base Compensation** 4.00

**Reason for Stipend** (Please provide reason for stipend, including the list of additional temporary project coordination, lead work, or higher-level work expectations performed. Note: This section will be included in the final memo to the employee.)\*  
 College of Engineering and Computer Science will be providing a 5% monthly stipend from January 1st, 2024 through March 31, 2024, or until the ASC II position in the department is filled. The stipend will be for additional duties performed while the search is ongoing for this position.  
 Your additional duties will be to initiate requisitions, and chargebacks and assist faculty with their travel requests, special pay, and purchase of equipment for the Department.

8. Select **Attach Document** to include supporting materials. (This is optional and can be used to provide additional justification to HR; this will not be attached to the final memo to the employee)

**Supporting Documents (Optional) (0)**

Attach any supporting documents for the request. (optional).

**Attach Documents**

9. Select **Submit** at the bottom of the form to complete the request.

**Submit**

Making a Change to a Previously Approved Stipend

1. To make a change to a previous stipend, you will select the **Change** radio button.

**Stipend Information**

**Select Stipend Request Type \***  
 New     Change

**Previous Stipend**

**Previous Stipend Starting Pay Period Month \***      **Previous Stipend Starting Pay Period Year \***

**Previous Stipend Ending Pay Period Month \***      **Previous Stipend Ending Pay Period Year \***

**Previous Stipend Dollar Amount \***      **Previous Stipend Percent of Base Compensation**

2. You will now need to complete the following fields:

- a. Previous Starting Pay Period Month
- b. Previous Starting Pay Period Year
- c. Previous Ending Pay Period Month

- d. Previous Ending Pay Period Year
- e. Previous Stipend Dollar Amount
- f. Previous Stipend Percent of Base Compensation

3. Completed Example:

**Stipend Information**

Select Stipend Request Type\*  
 New  Change

**Previous Stipend**

Previous Stipend Starting Pay Period Month* 03 - March	Previous Stipend Starting Pay Period Year* 2023
Previous Stipend Ending Pay Period Month* 03 - March	Previous Stipend Ending Pay Period Year* 2023
Previous Stipend Dollar Amount* \$200.00	Previous Stipend Percent of Base Compensation 4

4. Select **Submit** at the bottom of the form to complete your request.



**Submitting a Bonus Request**

1. You will select the Bonus radio button and complete the bonus section
2. Complete the Bonus Information Section.

**Bonus Information**

Pay Period Month* [Dropdown]	Pay Period Year* [Text]
Employee's Base Compensation as of Bonus Pay Period* [Text]	Bonus Dollar Amount* [Text]
When will the work be performed? * [Text Area]	
Reason for Bonus (Note: This section will be included in the final memo to the employee.) * [Text Area]	

3.
  - a. Pay Period Month
  - b. Pay Period Year
  - c. Employee's Base Compensation as of Bonus Pay Period
  - d. Bonus Dollar Amount
  - e. When will the work be performed?

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- f. Reason for Bonus (Note: This section will be included in the final memo to the employee.)
4. Select Attach Document to attach supporting materials.

**Supporting Documents (Optional) (0)**  
Attach any supporting documents for the request. (optional).  
**Attach Documents**

5. Select **Submit** at the bottom of the form to complete your request.

**Submit**

## Next Steps

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- The request is routed through the automated approval process, which includes collecting the necessary signatures and reviewing the information.
- The determination of the request (denied or approved) will be sent by an automated e-mail to all parties in the approval process.

## Resources

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- HR Class and Comp: <https://www.csun.edu/careers/compensation-classification-guidelines>
- For any questions, please e-mail HR Classification & Compensation at [hrclass-comp@csun.edu](mailto:hrclass-comp@csun.edu)