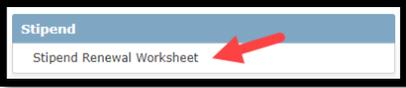
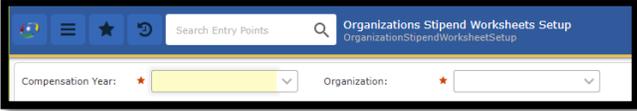


TEAMS: Stipend Renewal Worksheet

1. Search: <i>Stipend</i>	<input style="width: 80%; border: 1px solid #ccc;" type="text" value="stipend"/>																																
2. Select: Stipend Renewal Worksheet																																	
3. Select the Year (<i>Based on the year in May. Example: 16-17 school year – the year is 17</i>)																																	
4. Select your Organization (<i>The Organization you are in charge of</i>)																																	
5. Select the Employee Organization (<i>Where they work</i>)																																	
6. Select the blue Expand All button																																	
7.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">⚙</td> <td style="width: 45%;">(Filled) 2499: Bridges, Paula J</td> <td style="width: 5%; text-align: center;">I</td> <td style="width: 45%;"></td> </tr> <tr> <td style="text-align: center;">⚙</td> <td>(Filled) 2502: Britton, Raquel</td> <td style="text-align: center;">I</td> <td></td> </tr> <tr> <td style="text-align: center;">⚙</td> <td>(Filled) 765: Burke, Ronald H</td> <td style="text-align: center;">I</td> <td></td> </tr> <tr> <td style="text-align: center;">⚙</td> <td>(Filled) 2504: Castillo, Margarita</td> <td style="text-align: center;">I</td> <td></td> </tr> <tr> <td style="text-align: center;">⚙</td> <td>(Filled) 407: Courtemanche, Robert J</td> <td style="text-align: center;">I</td> <td></td> </tr> <tr> <td style="text-align: center;">⚙</td> <td>(Filled) 950: Days, James S</td> <td style="text-align: center;">I</td> <td></td> </tr> <tr> <td style="text-align: center;">⚙</td> <td>(Filled) 2497: Green, Omeshia</td> <td style="text-align: center;">I</td> <td></td> </tr> <tr> <td style="text-align: center;">⚙</td> <td>(Filled) 2505: Jacobson, Robin R</td> <td style="text-align: center;">I</td> <td></td> </tr> </table> <p style="margin-top: 10px;">The top of the screen shows your positions with stipends.</p> <p>The "spark plug" icon indicates the stipen position is filled.</p> <p>Click on the "spark plug" icon to remove the person from the stipen.</p>	⚙	(Filled) 2499: Bridges, Paula J	I		⚙	(Filled) 2502: Britton, Raquel	I		⚙	(Filled) 765: Burke, Ronald H	I		⚙	(Filled) 2504: Castillo, Margarita	I		⚙	(Filled) 407: Courtemanche, Robert J	I		⚙	(Filled) 950: Days, James S	I		⚙	(Filled) 2497: Green, Omeshia	I		⚙	(Filled) 2505: Jacobson, Robin R	I	
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8.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Bridges</td> <td style="width: 25%;">Paula</td> <td style="width: 25%;">J</td> <td style="width: 25%;"></td> </tr> <tr> <td>Britton</td> <td>Raquel</td> <td></td> <td></td> </tr> <tr> <td>Castillo</td> <td>Margarita</td> <td></td> <td></td> </tr> </table> <p style="margin-top: 10px;">The bottom of the screen displays the individuals that are tied to the Employee Organization you select above.</p>	Bridges	Paula	J		Britton	Raquel			Castillo	Margarita																						
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Britton	Raquel																																
Castillo	Margarita																																
9. To add an individual to a stipend:	<ul style="list-style-type: none"> - Click and drag on the icon next to their name in the bottom screen. - Drag to the top screen next to the "sheet of paper" - Make sure the arrow of your mouse is <u>pointing to the paper</u> and drop the name 																																
10. Complete ALL stipends.	<p>When you have filled all of your stipends, select the Submit button</p> <div style="text-align: right;">  </div>																																
11. You will notice that the column of "I"s will change to "S" for Submitted.	