❀ H U B B E

# How to Use the Stipends Feature

Roles that Have Access: ECE Staff

This instruction sheet explains how to use the Hubbe Stipends feature from within the staff record from an ECE staff member's perspective. All the stipends that a staff member has been assigned will appear in their "Stipends" record where ECE staff can apply to and view details about the stipends in which they are participating.

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1 To navigate to the stipends that you have been assigned to or have completed, click on "Stipends" on the Staff Menu. If this menu item does not exist in the staff menu, then the staff member has not yet been assigned to a stipend track.
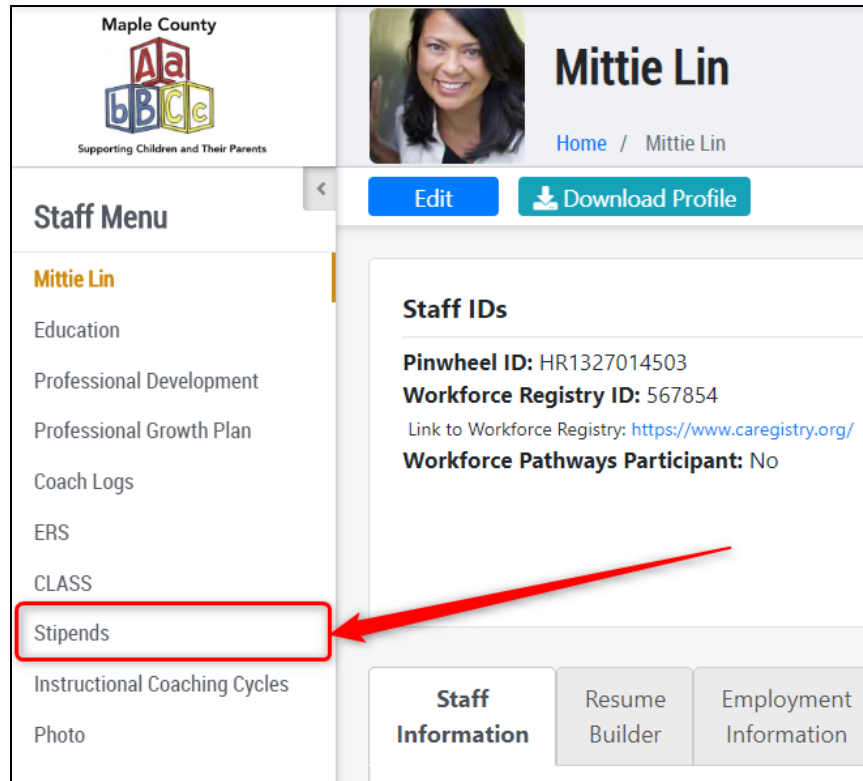
2 You will be led to the "Stipends" page where your assigned stipends will be organized by "Stipends Available to Apply For," "Your Active Stipends," and "Your Completed Stipends." Note that a card may not be displayed if you do not have a stipend in that respective category, such as a completed stipend.

Once you have been assigned to a stipend, the "Stipend" record will become available to you. A staff member's "Stipends" record displays all assigned stipends organized into three cards listed below. Note that you may not see all these cards depending on your stipend history.

1. Stipends Available to Apply For
2. Your Active Stipends
3. Your Completed Stipends

The first card titled "Stipends Available to Apply For" lists all stipends that you have been assigned to but have not yet applied to. Each stipend listed will display the total amount that you can receive from participating in the "Amount Available" column and the dates that you must complete the requirements within in the "Dates Available" column.

Stipends Available to Apply For

Action	Title	Amount Avaiable	Dates Available
Apply	Maple County Stipend BA Track (2020-2021)	$100.00 - $1,400.00	7/1/2020 - 6/30/2021

The "Your Active Stipends" card will list each stipend that you have applied to and are in the process of completing or have already completed. The stipends will exist in this card until after the end date, in which case the stipend will move to the "Your Completed Stipends" card.

This card will display three additional columns regarding the status of the stipend, the date you applied, and the amount you have earned to date from the stipend.

Your Active Stipends

Title	Status	Date Applied	Earned To Date	Amount Available	Dates Available
Child Development Teacher Permit Stipend Track	Accepted	11/18/2020	$50.00	$100.00 - $150.00	7/1/2020 - 6/30/2021
Pathway to Quality Stipend 20/21 Higher Education	Accepted		$0.00	$1,000.00 - $2,000.00	11/1/2020 - 6/1/2021
CA Workforce Pathways Stipend Track 2020-21	Approved	8/31/2020	$2,500.00	$1,350.00 - $2,500.00	7/1/2020 - 7/1/2021

The third card titled "Your Completed Stipends" lists all the stipends that have ended, meaning the end date for the stipend has passed. This card displays the status of the stipend, the date the stipend ended, the total amount earned, and the date you applied.

Your Completed Stipends

Title	Status	End Date	Total Earned	Date Applied
Associate Degree to Transfer Track 2019-2020	Available	6/30/2020	$0.00	
BA Degree Track 2019-2020	Available	6/30/2020	$0.00	
Assistant Teacher ECE Permit 2019-2020	Available	6/30/2020	$0.00	
Quality Counts BA Degree Track	Available	6/30/2019	$0.00	

When the stipends exist in the "Stipends Available to Apply For" and "Your Active Stipends" cards, you can click on the stipend title to enter that stipend record.

Stipends

Mittie Lin

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Click on the title to enter that stipend

Stipends Available to Apply For

Action	Title	Amount Avaiable	Dates Available
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Your Active Stipends

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At the top of the stipend page, the status of the stipend will be displayed. This status will be updated as it moves from "Available" to "Applied" and so forth. There are eight total statuses that a stipend can have: Available, Applied, Application Pending, Denied, Waitlisted, Accepted, Approved, and Paid.

To review more details about the stipend, click on the "Stipend Description and Instructions for Applying" section.

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Stipend Description and Instructions for Applying

The goal of this stipend track is to promote the Maple County ECE Workforce members to work towards attainment of a first-time ECE Teacher Permit. This stipend is only available for Lead Teachers who currently work in an infant, toddler, or preschool classroom and who already have a a valid and current ECE Associate Teacher Permit. Follow the directions below to apply for this stipend track. We will mark the status of your stipend as "Approved" if you meet the participation requirements and complete the application. Once approved, all requirements for the stipend track will be visible inside of this record in iPinwheel.

Please follow these steps to apply for this stipend track:

Download and complete the stipend application located online at this link: www.mapleworkforcestipend.org

Upload the completed stipend application to this stipend feature inside iPinwheel.

Make sure the information for your Associate Teacher Permit has been inputted into iPinwheel in your "Staff Profile" in the "Education" menu item and a copy of your permit was attached as evidence to that education record.

Please note that all stipend requirements must be met/completed by March 1, 2021 to receive the stipend amount.

The next card below will display your details about the stipend, including your completion status, the number of requirements you have completed, the date you applied, and the total amount that you have earned.

Child Development Teacher Permit Stipend Track

Stipend Amount: *$100.00 - $150.00*
Completion Status: *In Progress*
Completed Requirements: 1 out of 2
Applied On: 11/18/2020
Total Earned: $50.00

The "Stipend Requirements" section will display all the requirements within a stipend and your progress for each requirement that you are pursuing. If you have completed a requirement, the row will turn green and the total amount earned for that requirement will be displayed on the right side of the card.

Stipend Requirements

Status		Completed	Total Earned
	Complete **one** of the following: *($0.00 - $50.00)*		$50.00
In Progress	CLASS Overview	$50.00 **or**		
In Progress	ASQ: SE	$50.00 **or**		
Completed	All About the ECERS	$10.00 per hour completed not to exceed $50.00	$20.00 2.00 hours	
In Progress	Associates	$50.00		
	Optional requirements: - Upload permit to the stipend if applicable *($50.00)*		
In Progress	ECE Teacher Permit Stipend Application Forms	$50.00		
		Total	$50.00

To view more details about each requirement, click on the requirement's title that you wish to view. Click the "View Stipend" button to return to the stipend page.

The last section on a stipend track page is the "Notes and Attachments" card. All ECE Staff, Funder Admins, Stipend Managers, and Stipend Approvers can add notes and attachments here to communicate with each other about the stipend.
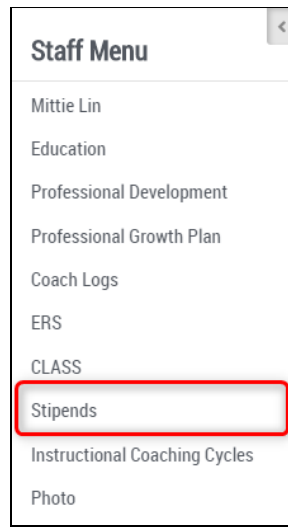
1 As an ECE Staff member, you can apply to a stipend by navigating to your "Stipends" record.

2 On the "Stipends" page, find the stipend you wish to apply to in the "Stipends Available to Apply For" card. If you do not see the stipend you wish to apply to here, contact your county administrators. Click on the blue "Apply" button next to the appropriate stipend. In the modal that appears, click "Apply."
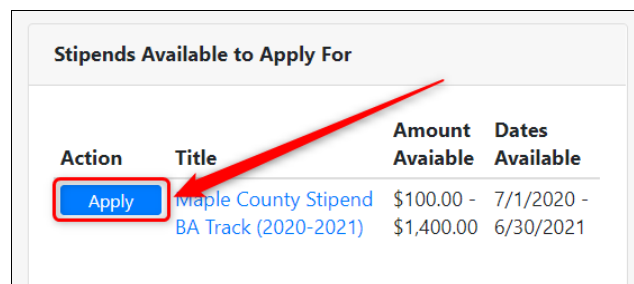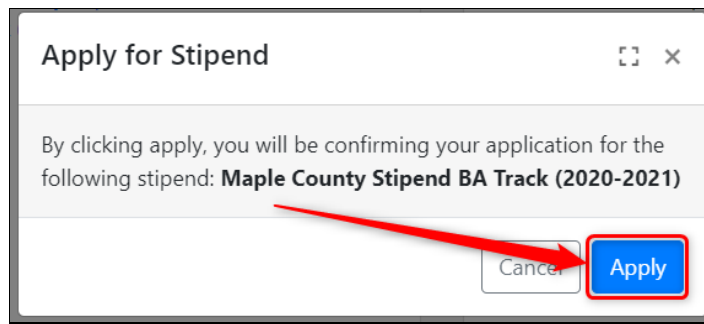
If you wish to review the details of the stipend first, click the title of the stipend.

Within the stipend track's page, you can click the blue "Apply to Stipend" button at the top of the page. This will change the status of the stipend at the top to "Applied" immediately.
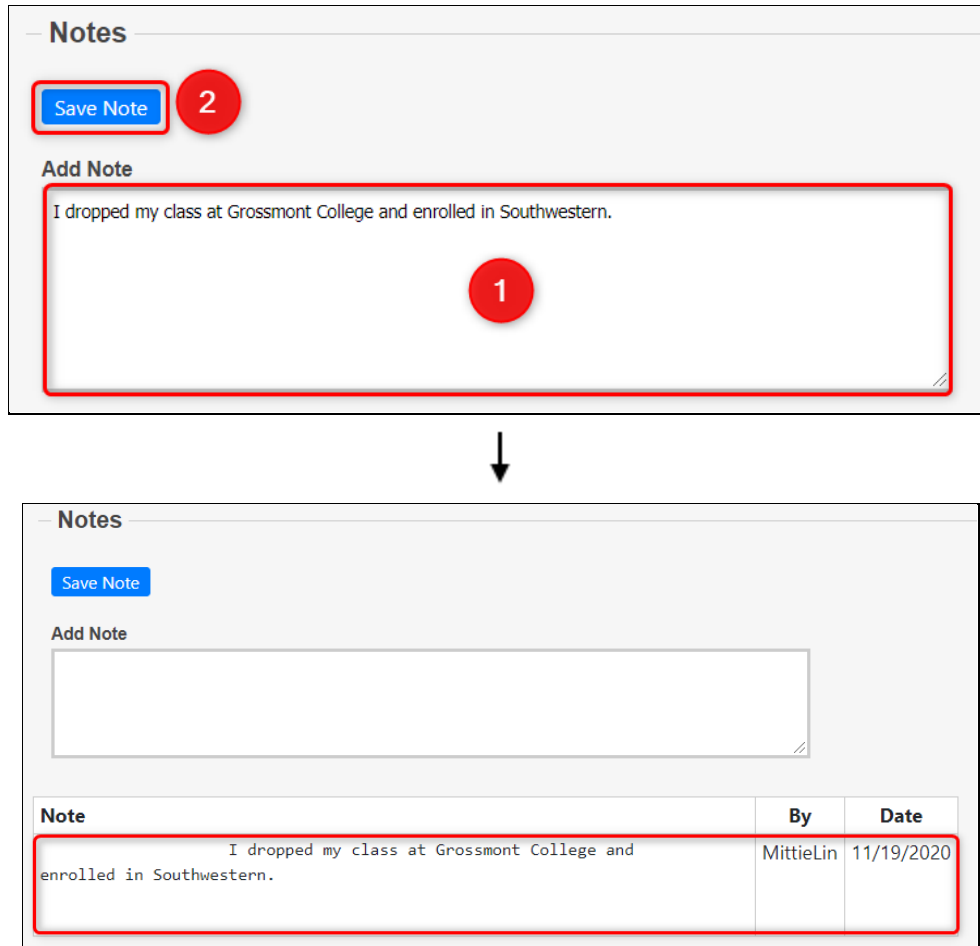
1   Once within a stipend track's page, click on the blue "Add Attachments/Notes" button at the top of the page. All ECE Staff, Funder Admins, Stipend Managers, and Stipend Approvers have access to this feature. This will allow the ECE workforce and those managing the stipend track to easily communicate with one another.
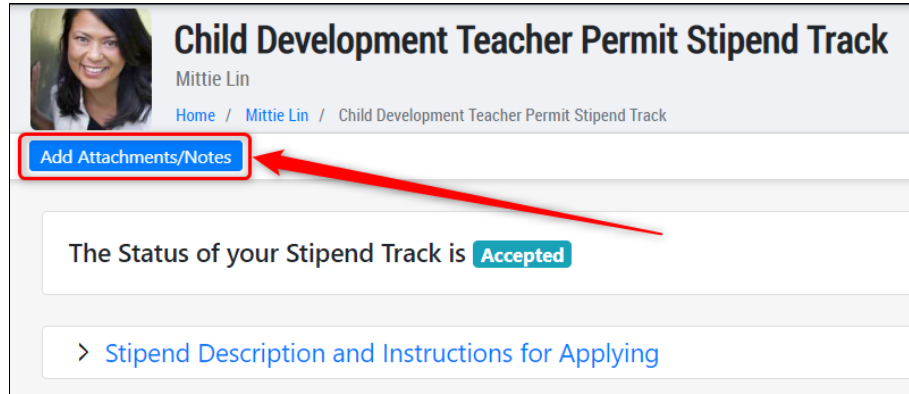
2   To add a note, enter your message in the "Add Note" text box, then click the blue "Save Note" button. The note will then appear in the notes section. The "By" column will display the workforce member's account name.

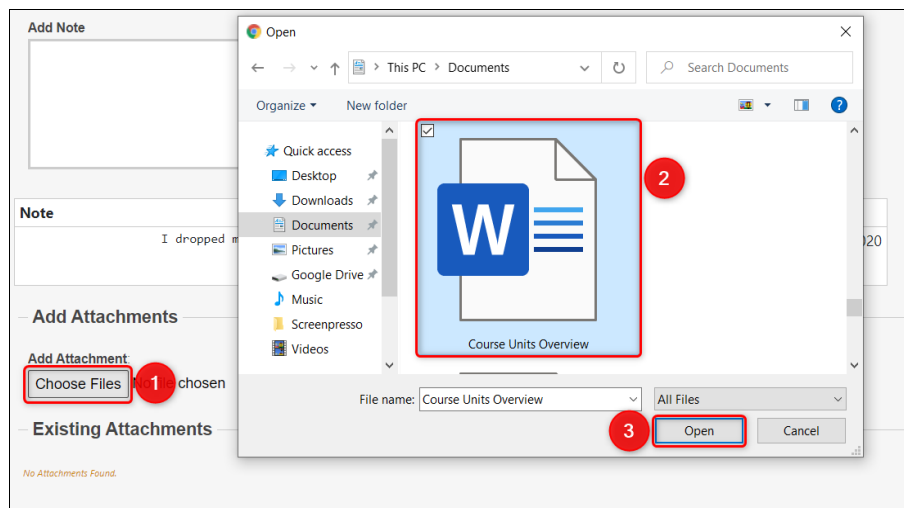The "Stipend Approver" will be able to see the note and can respond.

This feature allows the communication between the workforce, "Stipend Approver," and "Stipend Manager" to be documented in one convient location inside of Hubbe.

As ECE Staff, you do not have the ability to delete notes; only the roles "Stipend Manager" and "FunderAdmin" can delete notes.

3 There is also the ability to add attachments. This is where applications, forms, and other documents would be uploaded and saved. Any kind of documents that are required should be attached here. Both the participating staff and stipend manager can add attachments making this feature a convenient way to manage documents for stipends.

To add attachments, first click the "Choose Files" button, then select the correct file, and then click "Open." Your attachment will then appear under the "Existing Attachments" title.

After you have submitted your work, you can monitor the progress of your requirements within the "Stipend Requirements" card in your stipend record. Your county administrators will update the progress of a requirement within your stipend record. This card will only display the requirements which you are pursuing in a stipend.

Note: The Stipend feature is integrated with many aspects of your staff record. Completing a requirement varies in action. Depending on the requirement, you may need to enter a Professional Development event, participate in a Professional Growth Plan Goal, obtain educational degrees/permits/credentials/certifications/coursework, or upload materials to the stipend record, among more.

For example, if you enter a workshop event in your Professional Development record that was listed as a requirement for the stipend, that data will populate in your stipend record. However, you may still need to provide further documentation according to your county's directions.