Overview of the Stipend Approver Role

Roles that Have Access: Stipend Approver

The Stipend Approver has a more restricted role in Stipend Management compared to the Funder Admin and Stipend Manager roles. The Funder Admin and Stipend Manager caseload the Stipend Approver staff members. The Stipend Approver role cannot create or modify a stipend, but can assign their caseloaded staff to stipends and then track their caseloaded staff participants' progress and approve completed requirements.

When a Stipend Approver logs into Hubbe, they will be directed to the landing page for that role, also called your Home page. Landing pages are uniquely designed for each role. This instruction sheet will walk you through the landing page for the "Stipend Approver" role. On this landing page, a Stipend Approver can view all the staff members they have been assigned and can view all current stipend tracks at the county. This instruction sheet will walk you through the landing page for the Stipend Approver role.

Table of Contents

When you login to your Hubbe account as a Stipend Approver, you will be directed to your landing page. The Stipend Approver record will display all ECE staff members they have been caseloaded by the Funder Admin or Stipend Manager in the "My Staff" grid and all current stipend tracks it the county in the "Stipend Tracks" grid. If you have not been caseloaded staff participants, your "My Staff" grid will be empty.

The "Download my Assigned Stipends" button at the top allows you to download an Excel list of all your caseloaded staff participants in the stipend tracks. The download will include staff information (*i.e., ID, name, roles, education, contact info, etc.*) and the stipend tracks they are assigned (*i.e., stipend name, dates, amount earned, status, etc.*). In the example image below, you will see some of the columns that will be included in your download.

	A	B	C	D	E	F	G
1	Staff ID	ECE Workforce Registry ID	Agency Staff ID	Name	Agency	Sites	Roles
2	HR1974133807440	698734	94768654875	Shawnia Keenston	Allred Child Development Center	Allshollow Family Resource Center	Lead Teacher, Session Admin, Site Adm
3	HR1974133546239	356845	94687624365	Suzie Lopez	Allred Child Development Center	Allshollow Family Resource Center	Agency Fiscal Admin, Agency Fiscal Con
4	HR12455976	376387	95764387465	Anthony Carrillo	Allred Child Development Center	Allshollow Family Resource Center	CDF Wizard
5	HR12034304	376487	93547896784	Clara Carter	Allred Child Development Center	Allshollow Family Resource Center	Lead Teacher, Session Admin, Site Adm
6	HR1974133807440	124685	49856873453	Shawnia Keenston	Allred Child Development Center	Allshollow Family Resource Center	Lead Teacher, Session Admin, Site Adm
7	HR1974133546239	276385	95698176253	Suzie Lopez	Allred Child Development Center	Allshollow Family Resource Center	Agency Fiscal Admin, Agency Fiscal Con
8	HR1974133618598	94875	95687967435	Melanie Preezo	Allred Child Development Center	Allshollow Family Resource Center	Agency ASQ and Referral Contact
9	HR12035180	187376	37628794632	Clara Carter	Allred Child Development Center	Allshollow Family Resource Center	CDF Wizard
10	HR1974133807440	368532	95687967435	Shawnia Keenston	Allred Child Development Center	Allshollow Family Resource Center	Lead Teacher, Session Admin, Site Adm
11	HR1974133618598	182037	94687624365	Melanie Preezo	Allred Child Development Center	Allshollow Family Resource Center	Agency ASQ and Referral Contact
12	HR1853110267	279086	93547896784	Hilma Fadel	Applebank USD	Forrest Avenue Head Start	Session Admin, Teacher

	J	K	L	M	N	O
1	Stipend Track Assigned	Stipend Track Start Date	Stipend Track End Date	Stipend Track Stipend Amount	Individual Stipend Amount	Budget Category or (
2	BA Track (2020-2021)	7/1/2020	6/30/2021	$100.00 - $1,400.00	$0.00	1100-Pathways2021
3	BA Track (2020-2021)	7/1/2020	6/30/2021	$100.00 - $1,400.00	$0.00	1100-Pathways2021
4	CA Workforce Pathways Stipend Track 2020-21	7/1/2020	7/1/2021	$2,075.00 - $2,500.00	$325.00	1100-Pathways2021
5	CA Workforce Pathways Stipend Track 2020-21	7/1/2020	7/1/2021	$2,075.00 - $2,500.00	$0.00	1100-Pathways2021
6	CA Workforce Pathways Stipend Track 2020-21	7/1/2020	7/1/2021	$2,075.00 - $2,500.00	$0.00	1100-Pathways2021
7	CA Workforce Pathways Stipend Track 2020-21	7/1/2020	7/1/2021	$2,075.00 - $2,500.00	$0.00	1100-Pathways2021
8	Child Development Teacher Permit Stipend Track	7/1/2020	6/30/2021	$110.00 - $300.00	$300.00	1100-Pathways2021
9	Pathway to Higher Education Stipend (20-21)	11/1/2020	6/1/2021	$500.00 - $4,000.00	$0.00	1100-19-20rollover
10	Pathway to Higher Education Stipend (20-21)	11/1/2020	6/1/2021	$500.00 - $4,000.00	$0.00	1100-19-20rollover
11	Pathway to Higher Education Stipend (21-22)	1/4/2021	1/28/2022	$500.00 - $2,000.00	$0.00	1100-20-21rollover
12	BA Track (2020-2021)	7/1/2020	6/30/2021	$100.00 - $1,400.00	$1,150.00	1100-Pathways2021

The "My Staff" tab will contain a grid that displays all ECE staff members that you have been caseloaded by the Funder Admin or Stipend Manager. The ECE staff members may already be assigned to a stipend track by the Funder Admin or Stipend Manager, but you also have the ability to assign the staff members to stipend tracks from this grid. As a Stipend Approver, you are essentially the manager of staff in the stipends so you may want to meet with your staff and determine which stipend tracks are best for them to participate in.

There are 8 filters that you can use to easily locate staff in your caseloaded staff grid. Click on the "Filters" button to display the filters available. Select as many filters in as many filter categories and then click "Apply filters." You can also click "Reset" to clear all selected filters.

Use the search field to easily find items

Agency

Applebank USD (AG101)

Search in this menu...

- ☐ [Select all]
- ☐ Allred Child Development Center (AG330)
- ☑ Applebank USD (AG101)
- ☐ Bear River Band Tribal Preschool (AG103)
- ☐ Belinda Gomez FFN (AG301)
- ☐ Big Baller Brand (AG11215949)
- ☐ Blue Lake Play Group (AG107)
- ☐ Canterville Head Start (AG249)

Select as many items as you'd like

ing Setting

Filters   Showing 1 to 10 of 10 entries

↓

My Staff   Stipend Tracks

QRIS Program

\- Select -   ✕ ▼

Agency

4 of 176 selected

Role

Agency Fiscal Admin

Click to apply all selected filters

🔍 Apply filters   ↺ Reset

Click to clear all selected filters

In the "Stipend Tracks" tab, all current stipend tracks in the county will be displayed in a tile. The reason why the Stipend Approver role has the ability to see all stipends is so they can familiarize themselves with all available stipends that ECE staff can join. You will notice that each stipend track tile will show the number of staff participants you have been caseloaded in that stipend track.
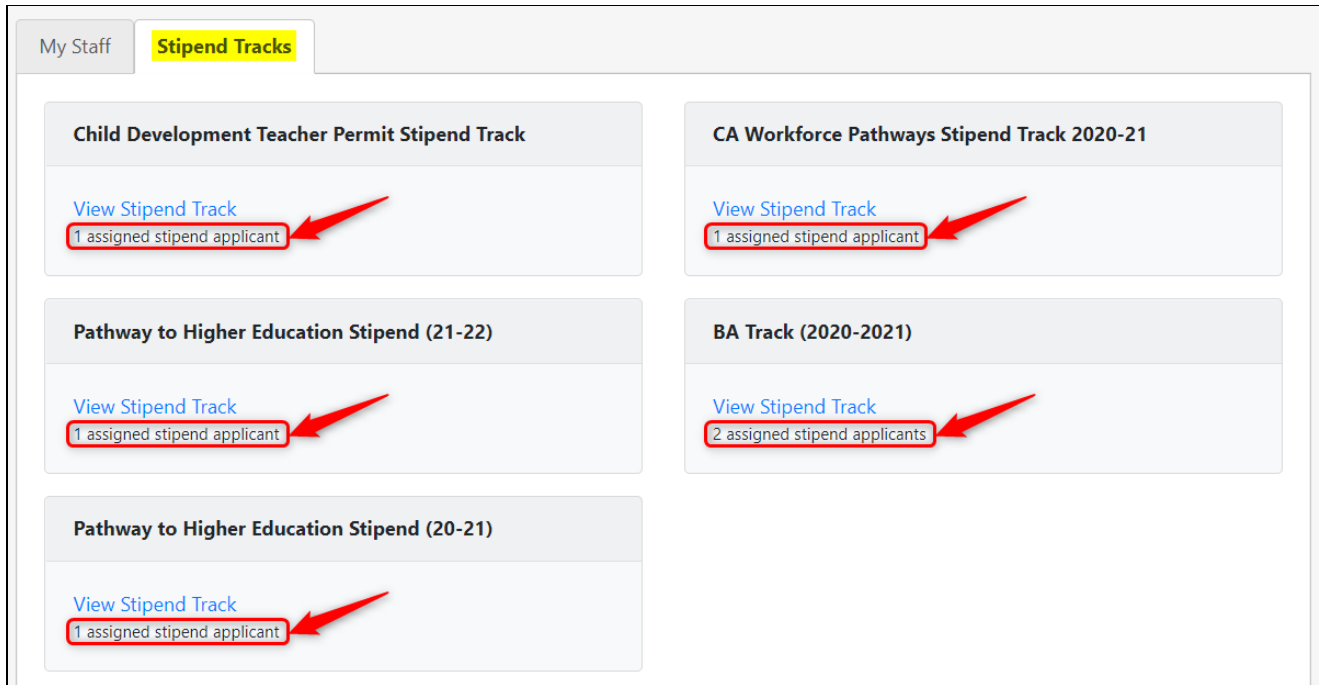
You can enter the stipend tracks displayed on your record by clicking "View Stipend Track" within the desired stipend track tile. Before assigning staff to stipend tracks, you may want to review each stipend track available first so you can determine which is best for each staff member.
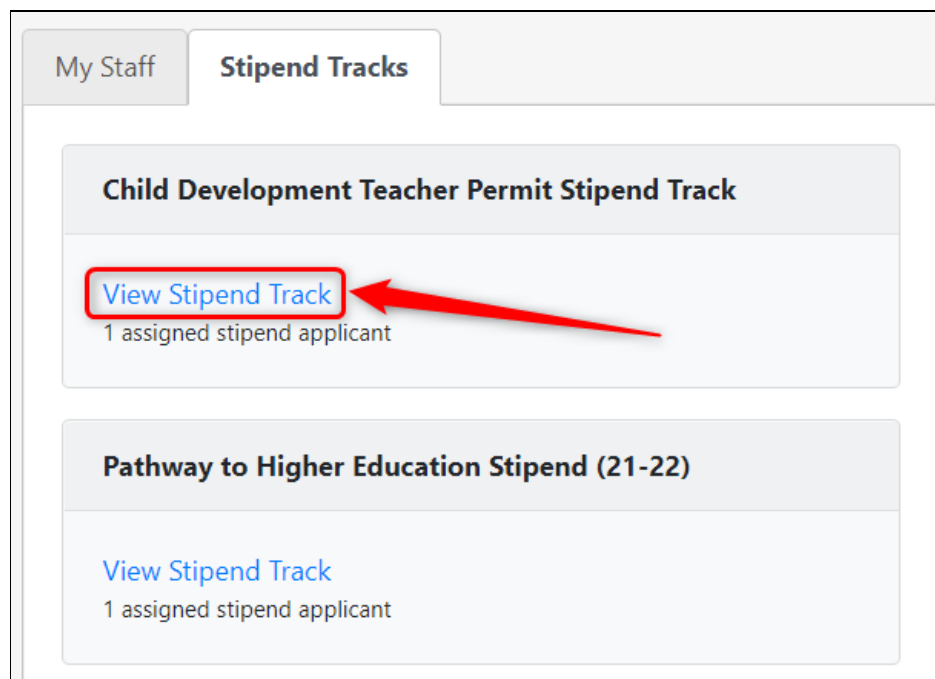
As a Stipend Approver, you will notice that you do not have an "Edit," "Copy," or "Delete" button at the top of a stipend track record. This is because the Stipend Approver cannot modify the stipend track.

The Stipend Approver's role in stipend management involves *managing* the staff participants they have been caseloaded. The functionality for this role within a stipend exists in the "Assigned Staff Stipends" and "Stipend Progress" tabs at the bottom of the stipend track record. Please refer to the following sections to learn about each of these two tabs in a stipend track.

Within the "**Assigned Staff Stipends**" tab of a stipend track record, all caseloaded staff participating in this track will appear in the grid. Here the Stipend Approver can:
- Assign any of their caseloaded staff to the stipend track
- Create staff accounts for the participants to access the stipend within Hubbe
- Email message staff participants
- Update the status of a staff's stipend
- Download staff mailing labels
- Reset staff account passwords

You can access a staff's record by clicking on the "View Stipend" or "Staff ID" in the grid. In the staff record, you can enter professional development events or professional growth activities that will satisfy stipend requirements for your caseloaded staff.
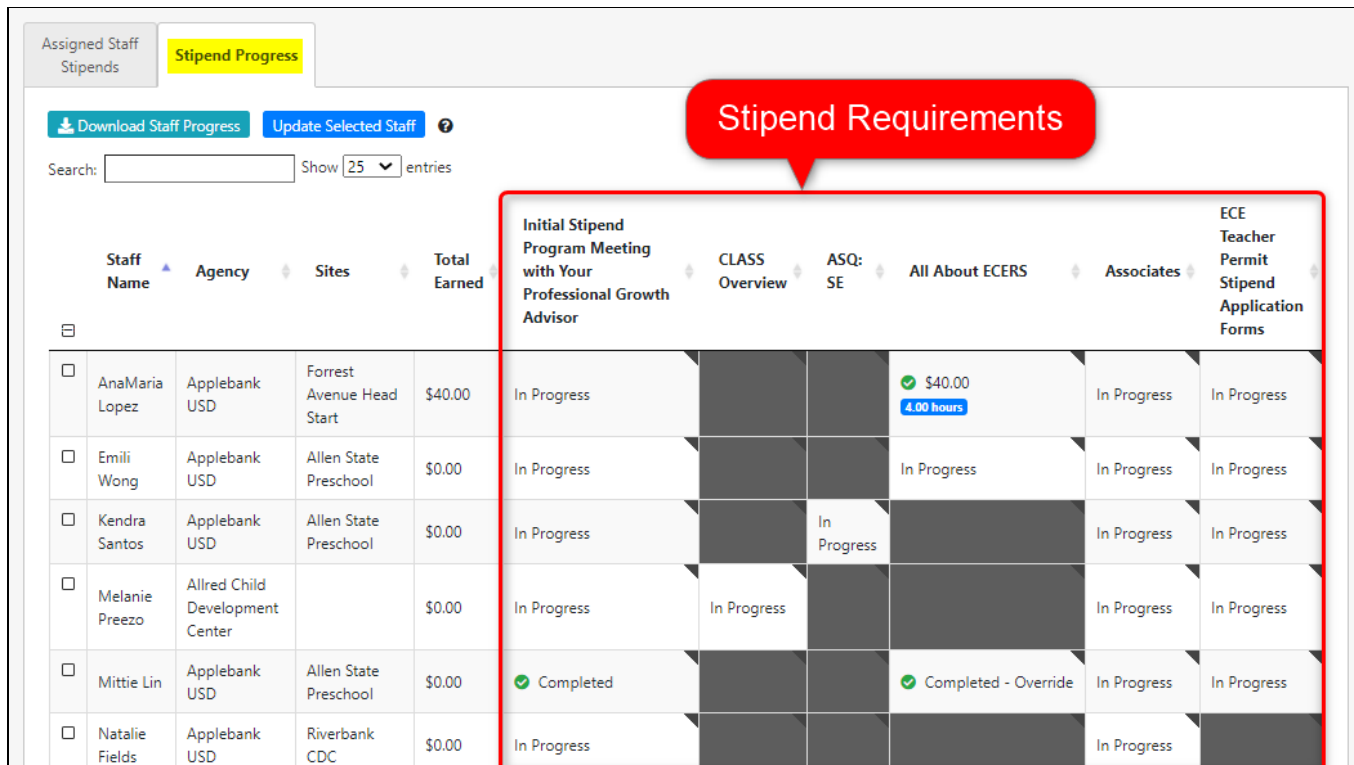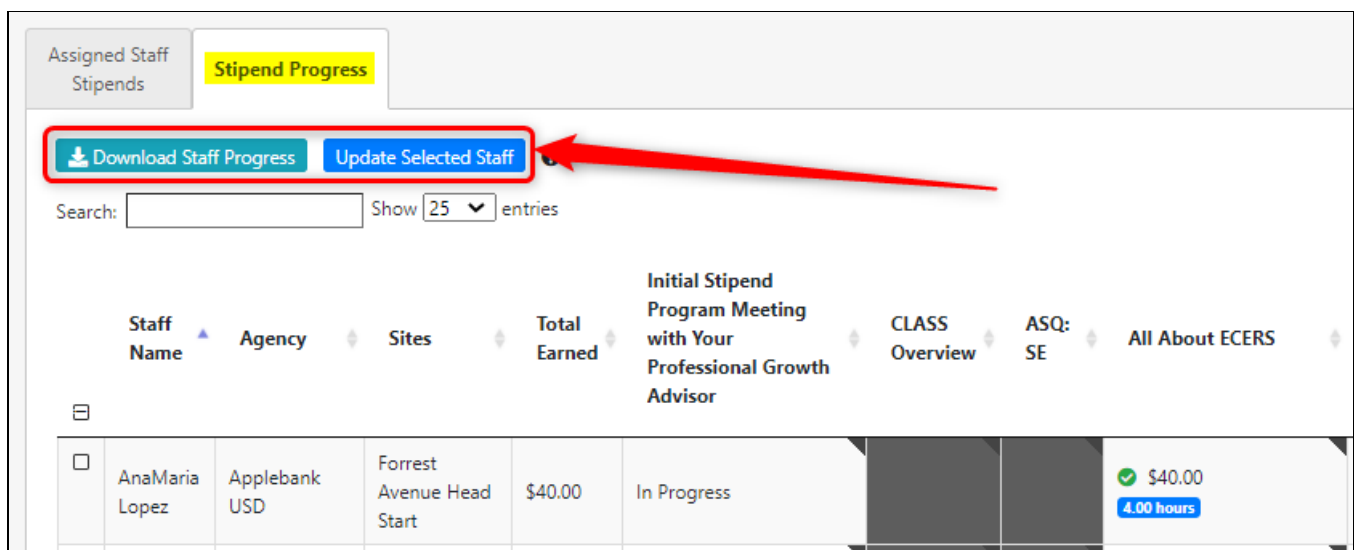
Within the "**Stipend Progress**" tab, the Stipend Approver can track a staff's progress in the stipend. Each stipend requirement will be displayed as a column in the grid and will display the staff's progress for that requirement. Automated requirements (*i.e., workshops, professional growth activities, etc.*) will automatically be marked as "Completed" when the event is entered in the staff's record. Some requirements may need to be manually marked as "Completed" (*i.e., customized requirements that don't have a place inside the Hubbe data system*) or overridden as "Completed" in certain circumstances.

At the top of the tab, you can download staff progress and update staff requirement statuses (*i.e., In Progress, Completed, Pursuing, Not Pursuing*).

Now that you have become acquainted with your landing page and the tabs within a stipend to which you have access, you can assign staff in your caseload to a stipend track. The reason we gave the Stipend Approver role the ability to assign staff to stipends was so that you can have the flexibility of determining which stipend tracks are best for each of your caseloaded staff upon meeting and talking with them.

1 When assigning staff to a stipend track, you have the option of doing so on an individual basis or multiple staff at one time.

Individually - To assign one staff member to a stipend track, click on "[Assign]" in that staff member's row in the "Stipend Track" column of the grid.
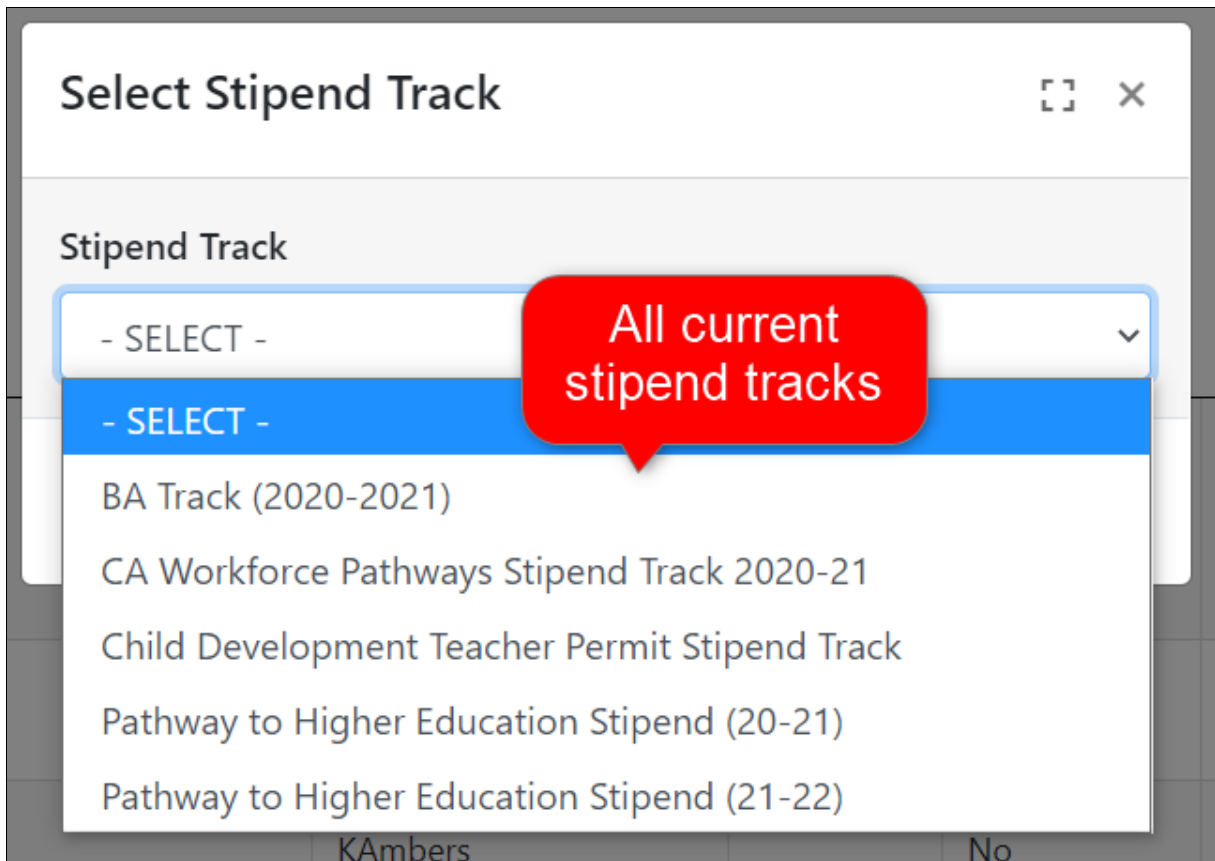
Multiple at one time - To assign multiple staff to the same stipend track at one time, select all the staff in the grid and then click "Assign Stipend Track" at the top of the tab. The stipend track that you select in the next step will be assigned to each staff selected.

2 In the pop-up modal that appears, select the stipend track in the drop-down menu and then click "Save." All current stipend tracks in the county will appear in this list, which are the same stipend tracks that you will find in your "Stipend Tracks" tab. The *completed* stipend tracks will not appear in this list.
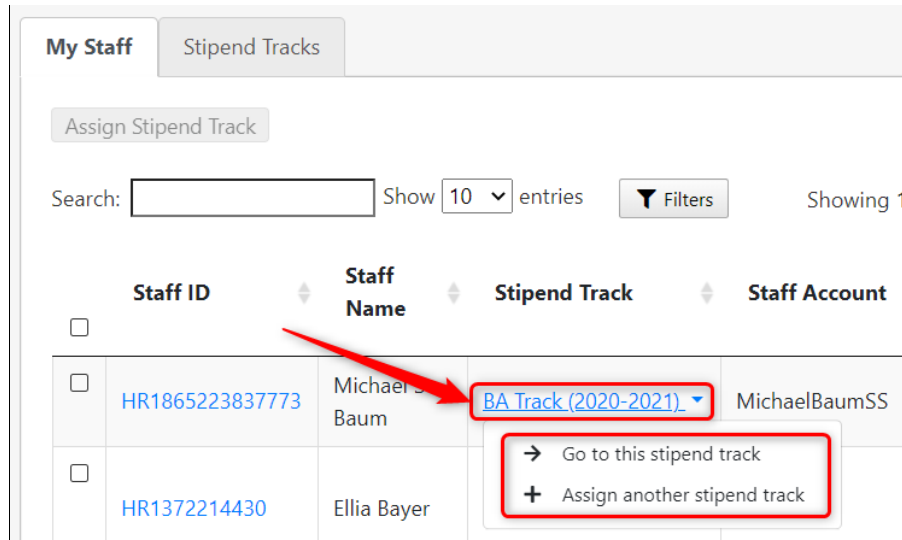
3 The stipend track will then appear in the stipend track cell for that staff member. You can click on this stipend and in the drop-down menu, select to navigate into that stipend record or assign the staff member to another stipend track.

Now that you have assigned your ECE staff caseload to stipend tracks, the next steps are to manage your caseloaded ECE staff by monitoring progress as they make their way through the stipend requirements. Please click the links below to access details and instructions for how to continue your stipend process.

Note: The Stipend Approver's role is detailed in Steps 1 and 2 of the Stipend Management process. Step 1 of setting up a stipend track concerns only the Funder Admin and Stipend Manager roles and is accordingly omitted from the instruction sheets listed below.

Stipend Management Resources		
Topic	**Role(s)**	**Instruction Sheet**
Step 2: Managing Assigned Staff in a Stipend Track	Funder Admin, Stipend Manager, Stipend Approver	Instruction Sheet C9.2.2
Step 3: Updating Staff Stipend Requirements	Funder Admin, Stipend Manager, Stipend Approver	Instruction Sheet C9.2.3