


Overview of the Stipend Manager Role

Roles that Have Access: Stipend Manager

The Stipend Manager is granted the same high level access to the Stipend Management feature as the Funder Admin. When a Stipend Manager 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. From this landing page, a Stipend Manager can view/edit/delete all created stipend tracks in the county, create new stipend tracks, and manage staff within a stipend track. This instruction sheet will walk you through the landing page for the “Stipend Manager” role.

Overview of the Stipend Manager Record

When you login to your Hubbe account as a Stipend Manager, you will be directed to your county/consortia’s Stipend Management record. On the left-hand side of your screen, you will notice your role’s menu. Note that this menu does not have any function for the Stipend Manager, but simply displays the county’s stipend management record to which you have access.



Maple County
Supporting Children and Their Parents

Stipend Tracks

Home / Maple County / Stipend Management

[Create Stipend Track](#)
[Download Excel of Assigned Staff](#)
(Download could take up to several minutes to complete)

Current Stipend Tracks

Assign Staff & Caseload Approvers

Completed Stipend Tracks

Total Allocation: \$38,150.00

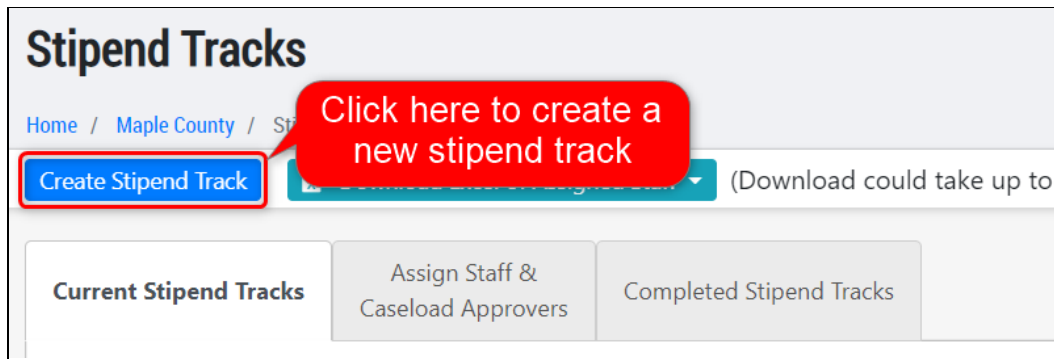
Total Approved: \$11,300.00

Total Paid: \$7,350.00

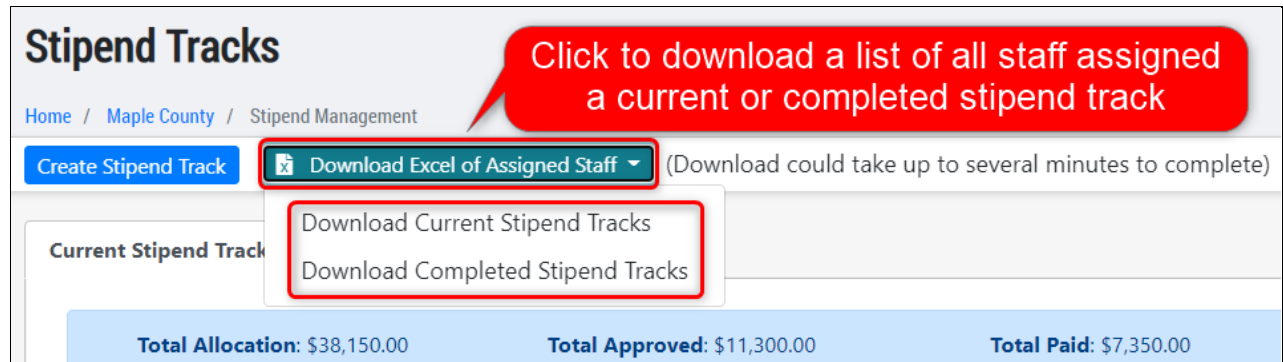
Search: Show entries

Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance
BA Track (2020-2021)	\$568,000.00	\$100.00 - \$1,400.00	1100-Pathways2021	\$4,200.00	\$5,400.00	\$2,350.00	\$556,050.00
CA Workforce Pathways Stipend Track 2020-21	\$533,000.00	\$2,075.00 - \$2,500.00	1100-Pathways2021	\$33,300.00	\$5,000.00	\$5,000.00	\$489,700.00
Child Development Teacher Permit	\$2,500,000.00	\$110.00 - \$300.00	1100-Pathways2021	\$150.00	\$900.00	\$0.00	\$2,498,950.00

At the top of the record, you will notice a blue “Create Stipend Track” button. This is where you can create a new stipend track.



The “Download Excel of Assigned Staff” button displays a drop-down menu when clicked, allowing you to download an Excel list of all the staff members assigned a *current* or *completed* stipend track. The download will include a lot of 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.



Staff ID	ECE Workforce Registry ID	Agency Staff ID	Name	Agency	Sites	Roles
HR1974133807440	698734	94768654875	Shawnia Keenston	Allred Child Development Center	Allshollow Family Resource Center	Lead Teacher, Session Admin, Site Adm
HR1974133546239	356845	94687624365	Suzie Lopez	Allred Child Development Center	Allshollow Family Resource Center	Agency Fiscal Admin, Agency Fiscal Con
HR12455976	376387	95764387465	Anthony Carrillo	Allred Child Development Center	Allshollow Family Resource Center	CDF Wizard
HR12034304	376487	93547896784	Clara Carter	Allred Child Development Center	Allshollow Family Resource Center	Lead Teacher, Session Admin, Site Adm
HR1974133807440	124685	49856873453	Shawnia Keenston	Allred Child Development Center	Allshollow Family Resource Center	Lead Teacher, Session Admin, Site Adm
HR1974133546239	276385	95698176253	Suzie Lopez	Allred Child Development Center	Allshollow Family Resource Center	Agency Fiscal Admin, Agency Fiscal Con
HR1974133618598	94875	95687967435	Melanie Preezo	Allred Child Development Center	Allshollow Family Resource Center	Agency ASQ and Referral Contact
HR12035180	187376	37628794632	Clara Carter	Allred Child Development Center	Allshollow Family Resource Center	CDF Wizard
HR1974133807440	368532	95687967435	Shawnia Keenston	Allred Child Development Center	Allshollow Family Resource Center	Lead Teacher, Session Admin, Site Adm
HR1974133618598	182037	94687624365	Melanie Preezo	Allred Child Development Center	Allshollow Family Resource Center	Agency ASQ and Referral Contact
HR1853110267	279086	93547896784	Hilma Fadel	Applebank USD	Forrest Avenue Head Start	Session Admin, Teacher
HR10233991	346890	94768654875	Zach Tenna	Applebank USD	Allen State Preschool, Riverbank CDC	Session Admin, Teacher
HR1327014503	567854	29384756185	Mittie Lin	Applebank USD	Allen State Preschool	Lead Teacher

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

The Stipend Tracks record is organized to bring you all the stipend information for your county/consortia. This record will display three tabs: “Current Stipend Tracks,” “Assign Staff & Caseload Approvers,” and “Completed Stipend Tracks.”

Stipend Tracks

[Home](#) / [Maple County](#) / Stipend Management

[Create Stipend Track](#) [Download Excel of Assigned Staff](#) (Download could take up to several minutes to complete)

Current Stipend Tracks

Assign Staff & Caseload Approvers

Completed Stipend Tracks

Total Allocation: \$38,150.00

Total Approved: \$11,300.00

Total Paid: \$7,350.00

Search: Show entries

Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance
BA Track (2020-2021)	\$568,000.00	\$100.00 - \$1,400.00	1100-Pathways2021	\$4,200.00	\$5,400.00	\$2,350.00	\$556,050.00
CA Workforce Pathways Stipend Track	\$533,000.00	\$2,075.00 - \$2,500.00	1100-Pathways2021	\$33,300.00	\$5,000.00	\$5,000.00	\$489,700.00

Current Stipend Tracks

The “Current Stipend Tracks” grid provides you with high level information about each of the stipend tracks that are currently in progress, meaning it is within the dates of the stipend. The blue ribbon on the top of the tab displays total amounts for all the stipend tracks setup in your county/consortia. Hubbe will calculate the math for you and will automatically update the dollar amounts as you, and your staff create new stipend tracks and approve stipend requirements. This feature is designed to help your stipend team manage the stipend tracks and budget efficiently.

Stipend Tracks

[Home](#) / [Maple County](#) / Stipend Management

[Create Stipend Track](#) [Download Excel of Assigned Staff](#) (Download could take up to several minutes to complete)

Current Stipend Tracks

Assign Staff & Caseload Approvers

Completed Stipend Tracks

Total Allocation: \$38,150.00

Total Approved: \$11,300.00

Total Paid: \$7,350.00

You can sort the grid in ascending and descending order by clicking on the column headers. The grid also has a “Search” feature that allows you to search by title.

Current Stipend Tracks

Assign Staff & Caseload Approvers

Completed Stipend Tracks

Total Allocation: \$38,150.00

Enter the search criteria here

Search:

Show 10 entries

Click on the title to sort the columns in ascending or descending order

Total Approved: \$11,300.00

Total Paid: \$7,350.00

Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance
BA Track (2020-2021)	\$568,000.00	\$100.00 - \$1,400.00	1100-Pathways2021	\$4,200.00	\$5,400.00	\$2,350.00	\$556,050.00
CA Workforce Pathways Stipend Track 2020-21	\$533,000.00	\$2,075.00 - \$2,500.00	1100-Pathways2021	\$33,300.00	\$5,000.00	\$5,000.00	\$489,700.00
Child Development Teacher Permit	\$2,500,000.00	\$110.00 - \$300.00	1100-Pathways2021	\$150.00	\$900.00	\$0.00	\$2,498,950.00

To view a stipend track, click on the “Title.” You will be led to the Stipend Track’s record where you can manage the stipend.

Total Allocation: \$38,150.00

Total Approved: \$11,300.00

Total Paid: \$7,350.00

Search:

Show

10

▼

entries

Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance
BA Track (2020-2021)	\$568,000.00	\$100.00 - \$1,400.00	1100-Pathways2021	\$4,200.00	\$5,400.00	\$2,350.00	\$556,050.00
CA Workforce Pathways Stipend Track 2020-21	\$533,000.00	\$2,075.00 - \$2,500.00	1100-Pathways2021	\$33,300.00	\$5,000.00	\$5,000.00	\$489,700.00
Child Development Teacher Permit Stipend Track	\$2,500,000.00	\$110.00 - \$300.00	1100-Pathways2021	\$150.00	\$900.00	\$0.00	\$2,498,950.00
Pathway to Higher Education Stipend (20-21)	\$100,000.00	\$500.00 - \$4,000.00	1100-19-20rollover	\$500.00	\$0.00	\$0.00	\$99,500.00
Pathway to Higher Education Stipend (20-21)	\$100,000.00	\$500.00 - \$4,000.00	1100-19-20rollover	\$500.00	\$0.00	\$0.00	\$99,500.00

As your stipend management team creates stipends, they will display in the “Current Stipend Tracks” grid. We will provide you with a description of each column in the grid below.

Search: Show entries

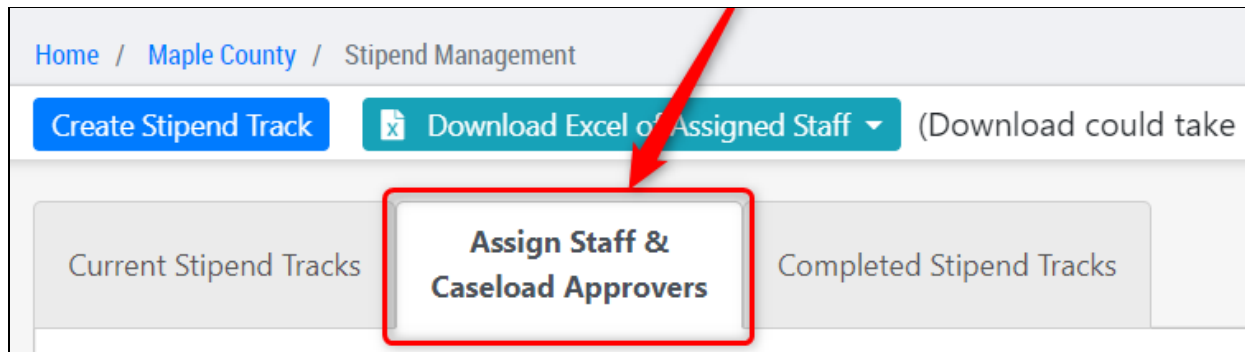
Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance
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- **Title** — The name of the stipend track will be displayed in this column. Click the title to navigate into the stipend track.
- **Budget** — The “Budget” column displays the budget established for each stipend created.
- **Amount per Stipend** — The “Amount per Stipend” allows anyone who participates in a specific stipend to see their eligibility amount.
- **Budget Category/Cost Code** — This column serves to help you organize stipends so you can search/filter easily for certain budget categories or cost codes.
- **Total Allocation** — As you work inside of Hubbe and mark stipends available to staff inside of the system, the data system is going to keep track of the total allocation amount in the “Total Allocation” column. This column keeps track of the amount you are committing or potentially committing to avoid the possibility of overextending any of the tracks. The dollar amount displayed in this column is based on the staff that have been accepted to participate in the stipend and who are enrolled in the program, as well as the requirements within the stipend that the staff member will be pursuing.
- **Total Approved** — The “Total Approved” column displays the people who met the requirements and are ready to get paid.
- **Total Paid** — The “Total Paid” column shows the amount paid to the participants who met the stipend requirements.
- **Total Balance** — This column displays the remaining stipend budget for each stipend track. The amount displayed is the “Budget” minus the collective amount in the “Total Allocation,” “Total Approved,” and “Total Paid” columns.

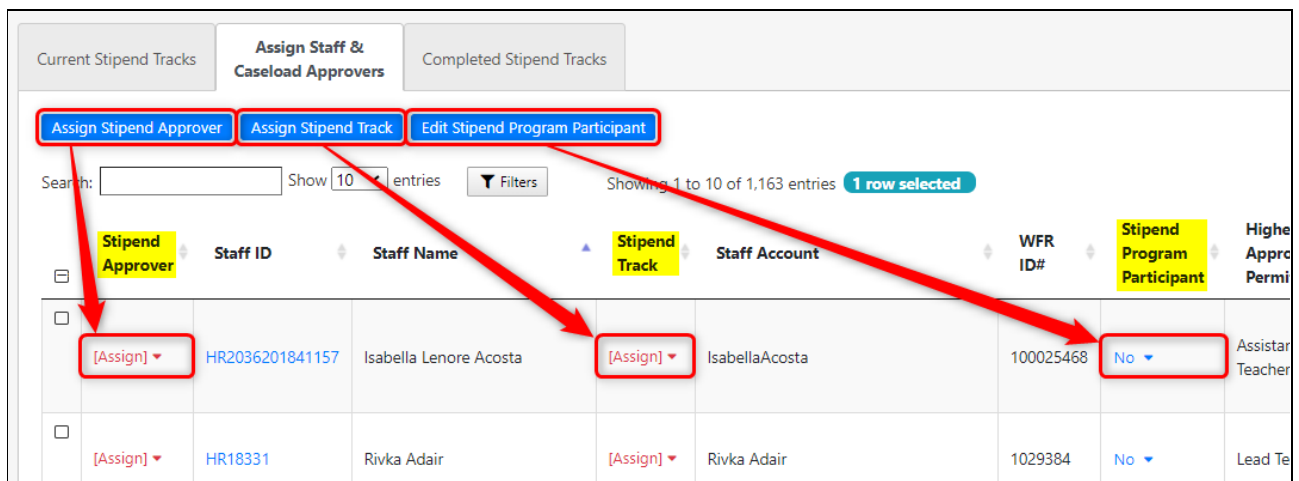
Assign Staff & Caseload Approvers

The “Assign Staff & Caseload Approvers” tab is intended to provide you with an easily accessible place to do just that: assign ECE staff to stipends and caseload Stipend Approvers with ECE staff.

Funder Admins and Stipend Managers can perform both of these tasks in this tab. Stipend Approvers also have the ability to assign staff to stipend tracks, so as the Funder Admin or Stipend Manager, you may want to use this tab to caseload the Stipend Approvers their ECE staff caseload. By organizing the stipend record like this, we have given you the option of caseloading Stipend Approvers to their ECE staff before the staff is placed in a stipend track, giving the Stipend Approver the flexibility to work with their caseloaded staff to determine which stipends are right for them before they are assigned stipend tracks.



There are three actions that you can make within the grid: Assign Stipend Approver, Assign Stipend Track, and Edit Stipend Program Participant field. Each of these actions can be made by clicking the cell within the staff member's row in the grid on an individual-basis, OR for multiple staff at one time by selecting the staff in the grid and then clicking the desired action button near the top of the tab.



Completed Stipend Tracks

The “Completed Stipend Tracks” grid displays stipend tracks that have ended, which means the date range that the stipend was available has ended.

Current Stipend Tracks		Assign Staff & Caseload Approvers		Completed Stipend Tracks			
Search: <input type="text"/>		Show <input type="text" value="10"/> entries					
Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid	Total Balance
AB212 Maple County Stipend	\$568,000.00	\$100.00 -	1100-20-	\$4,050.00	\$4,050.00	\$2,700.00	\$557,300.00

You can view information on a stipend track by clicking on a title. You will be able to view information, requirements, and staff that completed the stipend track. You also have the ability to copy a stipend track from previous years, making it easier to roll over recurring stipends year-to-year. The copied stipend track will then appear in the “Current Stipend Tracks” grid.

Title	Budget	Amount per Stipend	Budget Category/Cost Code	Total Allocation	Total Approved	Total Paid
AB212 Maple County Stipend Track	\$568,000.00	\$100.00 - \$1,350.00	1100-20-21rollover	\$4,050.00	\$4,050.00	\$2,700.00
AB212 Stipend Track	\$25,000.00	\$500.00	1100-20-21rollover	\$0.00	\$500.00	\$1,500.00
Assistant Teacher ECE Permit	\$3,000.00	\$300.00	1100-20-21rollover	\$0.00	\$300.00	\$600.00



Assistant Teacher ECE Permit

[Home](#) / [Maple County](#) / Assistant Teacher ECE Permit

[← Back to Stipend Track Grid](#)

[Edit Stipend Track](#) [Copy Stipend Track](#) [Delete Stipend Track](#)

Stipend Amount: \$300.00 Budget: \$3,000.00

Start Date: 7/7/2017

Budget Category/Cost Code: 1100-20-21rollover

> [Stipend Instructions](#)

Stipend Requirements [Add / Modify](#)

Click here to copy the same details from a completed stipend track - just alter the start and end dates to those of the current fiscal year and the copy will then appear in the "Current Stipend Tracks" grid

Now that you have become acquainted with your Stipend Manager role landing page, the next steps are to set up a stipend track and then manage staff within a stipend track 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.

Stipend Management		
Topic	Role(s)	Instruction Sheet
Step 1: Setting Up a Stipend Track	Funder Admin, Stipend Manager	Instruction Sheet C9.2.1
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