Paylocity: Stipends

Please use these instructions to add stipends to your 06/05/2020 Payroll Batch.

When you login into Paylocity go to Payroll tab

From the Payroll drop menu select Pay Entry
Pay Entry brings you to the **Create Batch** screen.

**Click on Add Batch**

This will direct you to the **Batch** screen.
In the **Batch Name** box, enter the next Pay Date and then click on **Start Batch**.

Enter the next Pay Date: **06/05/2020**
Next, the system will ask if this is the “Selected Check Date”
If the Batch Name and Check Date match, select YES.

Batch Name = 06/05/2020
Check Date = 06/05/2020
The system will take you to the **QuickPay** screen.

Select the **Employee's Name** under QuickPay.

This will take you to the **Employee Detail** screen.
Under Line Items, click on Earn/Ded/Tax column
Select the **ESTIP-Stipends** earnings code from the drop down menu.

Enter the stipend dollar amount in the **Amount** column.
Click Save and you are done.
System will confirm.