

Unit Pay/Student Stipend Instructions:

1. The supervisor (or another identified staff member) retrieves the [unit pay/student stipend worksheet](http://fa.oregonstate.edu/aabc/payroll/empcenter-and-multiple-assignment-tools-information) from the [AABC webpage](http://fa.oregonstate.edu/aabc/payroll/empcenter-and-multiple-assignment-tools-information), <http://fa.oregonstate.edu/aabc/payroll/empcenter-and-multiple-assignment-tools-information>
2. After retrieving the worksheet, the supervisor fills out the spreadsheet:
 - a. The worksheet contains numbered columns that represent each day of the pay period. These may be used to record activity or units for each day that a student employee works. Using these cells is for tracking purposes and is **optional**.
 - b. The supervisor enters data for the worksheet's **required** fields: OSU ID, Name (Last, First), Index, Total Units and Pay Rate. The activity code is an optional field to be used only when it would apply.
 - c. The worksheet pre-fills the earn code and account code because the earn code is always **RSU**, and the account code is always **10501**.
 - d. The worksheet pre-fills the *Total to be paid* column with a **formula** that automatically calculates based on the total units and the pay rate.
3. The supervisor emails the spreadsheet as an **Excel file** to AABC.Payroll@oregonstate.edu and sends a signed **hard copy** to the AABC Payroll office in the **Student Experience Center (SEC), Suite 350**.

The monthly **deadlines** for the spreadsheets can be found on the payroll calendar [web page](http://oregonstate.edu/fa/bc/aabc/payroll-date): <http://oregonstate.edu/fa/bc/aabc/payroll-date>