

MSS Coaching Stipends e-Form (Enhanced)

Manager User Guide

Last Updated 8/28/2025 KSU

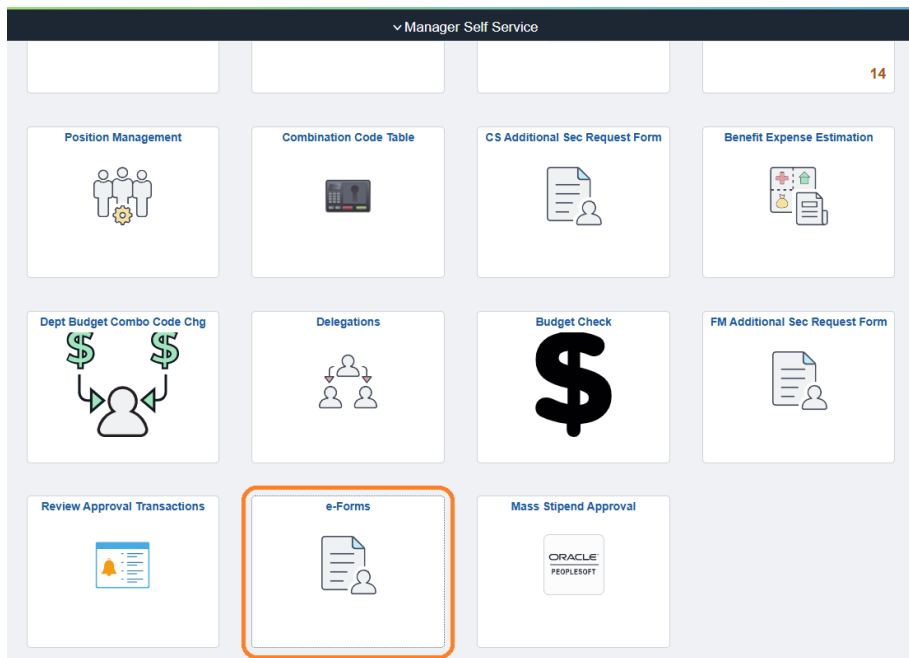
Coaching Stipends e-Form updates:

- Coaching Stipend Amounts (\$) incorporated into e-Form and will auto-populate based on Sport/Coach Type (head or assistant)
- Ability to enter a “partial” stipend amount, by specific dollar(\$) amount, or by percentage (%)

Instructions:

1. Login to HCM: <https://hcm.peralta.edu>
2. Navigate: Under Manager Self-Service, Find tile “e-Forms”
3. Create new form by clicking “Fill out a new form”
4. Select “Stipend – Faculty Stipend Request”
5. Enter employee name/ID and other required fields (ensure to select “Coaches Stipend” in drop-down titled ‘Earning Descr’)
6. If entering “partial” amount, select “Yes” for ‘Partial Stipend?’ and select “Partial Percentage” or “Partial Amount” and enter respective information, as well as remaining required fields
7. Click save to save entry. Preview approval and/or click submit to route to Business Manager and HR for review/approval.

Screenshot 1 – Manager Self-Service > e-Forms



Screenshot 2 – Fill out a new Form > Faculty Stipend Request

The screenshot shows the 'My Forms' interface. A button labeled 'Fill out a new form' is highlighted in the top left. A modal titled 'Select a form to fill out' is open, displaying a list of forms. The form 'Stipend - Faculty Stipend Request' is highlighted at the bottom of the list.

Form	Description	Approval Status	Created Datetime	Submitted Datetime
Stipend	Faculty Stipend Request	Initial	08/28/2025 1:41PM	
Stipend	Faculty Stipend Request	Initial	08/22/2025 1:39PM	
Stipend	Faculty Stipend Request	Initial	08/22/2025 1:35PM	
Stipend	Faculty Stipend Request	Initial	08/22/2025 1:31PM	
Stipend	Faculty Stipend Request	Initial	08/22/2025 1:30PM	
Stipend	Faculty Stipend Request	Initial	04/17/2025 4:25PM	
Stipend	Faculty Stipend Request	Initial	01/14/2025 11:14AM	

Screenshot 3 – Enter employee details and other required information, ensure Earnings Descr = 'Coaches Stipend'

The screenshot shows the 'Stipend' form. The top right contains buttons for 'Save', 'Preview Approval', and 'Submit'. The form is divided into sections: 'Employee Details', 'Stipend', and 'Approver Info'. Orange arrows point to the following fields:

- Employee ID: 10000312
- Name: Holland, Mary
- Location: Laney College
- Start Date: 10/01/2025
- End Date: 12/31/2025
- Earning Descr: Coaches Stipend
- Sport: Football
- Coach Type: Head
- Stipend Amount: 6000.00
- Partial \$ or %: Partial Percentage
- Partial Percent(%): 50.00
- Combo Identifier: 7
- Requester Comments: Head Football Coach @ 50% of stipend

END