



Submitting A Supplemental / Stipend Form

To submit a supplemental / stipend form:

1. Go to or click on the link below: <https://www.myscview.com/forms.aspx?t=15&d=PBSD>
2. Complete the form and upload any supporting documents. All fields will require data.
3. Supervisor approval is determined by your **Department/Building** selection:
 - a. Form will be routed to the selected building/department supervisor.
4. Click on the **Employee Signature** block.
 - a. Sign using the trackpad then **Submit**.
5. An **email notification** is generated when your form is successfully *submitted, approved, returned* or *rejected*.
 - a. Email notices can take up to an hour to be received.
 - b. If you did not receive an email confirmation, try submitting your form using a different web browser. Also, check your spam or junk folder.
6. For assistance, please email Tina Biami at tbiami@perrysburgschools.net.

Sample Form:

Supplemental/Stipend Completion/Verification Form for Payroll

Perrysburg School District

Employee's Name:	First Name <input type="text"/>	Last Name <input type="text"/>	Email: <input type="text"/>
Supplemental/ Stipend	Name of Supplemental/Stipend <input type="text"/>	Department / Building	Department Building <input type="text"/>
Contracted Salary:	Salary <input type="text"/>	Date Supplemental/Stipend Was Completed:	Date Completed <input type="text"/>

Complete and attach the following information:

- A list of all activities and approximate times (e.g. Practice Schedule/Calendar)

Total Days Worked

Select...

Brief summary of your accomplishments in this position:

Summary

X _____	X _____
Employee's Signature	Principal/Supervisor's Signature

Once signed by the supervisor, this form will be sent to payroll in accordance with Article VIII of the PEA agreement by the following dates:

Full year activities:	June 1
Fall activities:	November 15
Winter activities:	March 15
Spring activities:	June 1
Summer activities:	September 1