Supervisor/Mentor Only Entry:

1. Enter # of Individuals Supervised for Month in Supervision box
2. Click on Note icon and enter names of individuals supervised and hit Save, then Submit.

From	To	Raw Total	Calc. Total	Supervision	Time Off	Cost Centers	Discipline	Notes
		0.00 hrs	0.00 hrs					💬
From am	To am	0.00	0.00	1	▼	ZY Mentor Remote/SOUTH REMOTE MENTOR ONLY 9001 🔍	35 Mentor 🔍	💬1
		0.00 hrs	0.00 hrs					💬

School-Based Placement + Supervisor/Mentor Entry:

1. Enter School-Based Placement hours per usual.
2. Click on "+" to add another line for Supervision Entry
3. Enter # of Individuals Supervised for Month in Supervision box
4. Under Cost Center column, click on browse icon and select "ZY Mentor" cost center from options
5. Under Discipline column, click on browse icon and select "35 Mentor" discipline from options
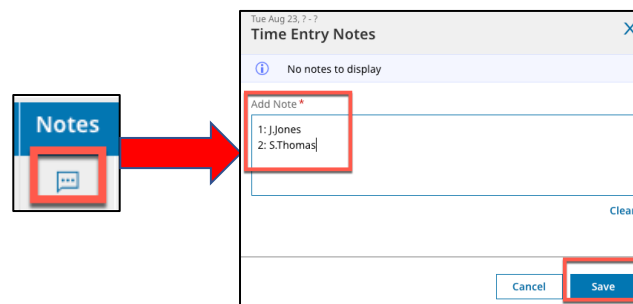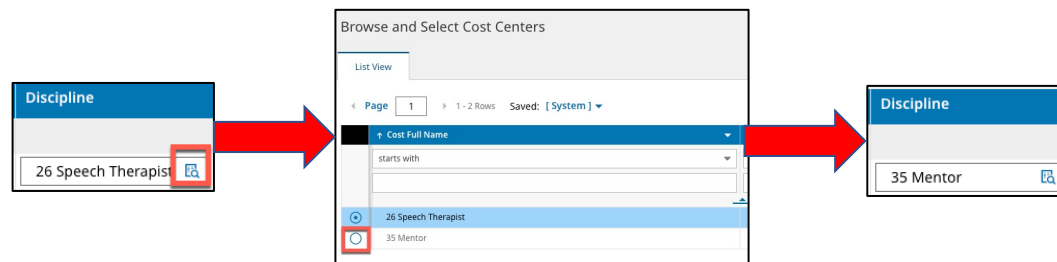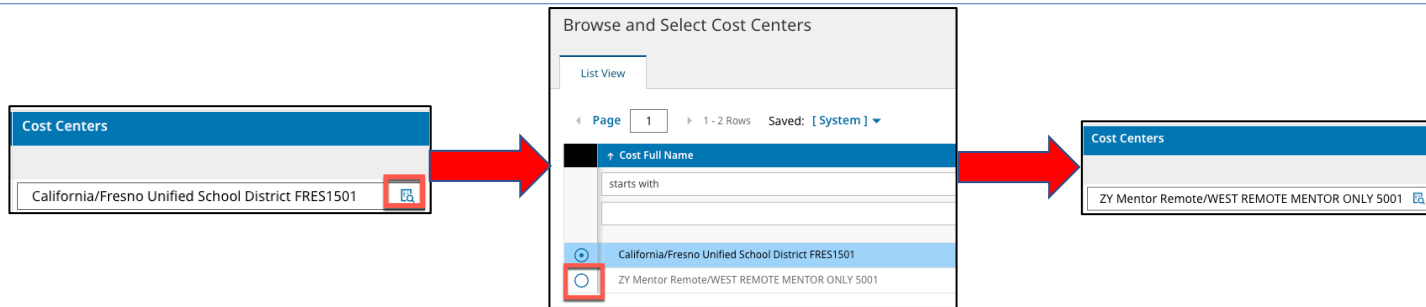6. Click on Note icon and enter names of individuals supervised and hit Save, then Submit.

	From	To	Raw Total	Calc. Total	Supervision	Time Off	Cost Centers	Discipline	Notes
➕			0.00 hrs	0.00 hrs					💬
🗑	08:00 am	12:00 pm	4.00	0.00	0	▼	Florida/Broward County School Board (K-12) BCSB1501 🔍	26 Speech Therapist 🔍	💬
🗑	12:30 pm	03:30 pm	3.00	0.00	0	▼	Florida/Broward County School Board (K-12) BCSB1501 🔍	26 Speech Therapist 🔍	💬
🗑	From am	To am	0.00	0.00	1	▼	ZY Mentor Remote/SOUTH REMOTE MENTOR ONLY 9001 🔍	35 Mentor 🔍	💬1
➕			7.00 hrs	0.00 hrs					💬

Per Piece Evaluation Entry + Supervisor/Mentor Entry:

1. Enter # of completed Evals in Supervision box
   - Cost Center Column= State/K12 District
   - Discipline Column = "therapist type" (ex. 26 Speech Therapist)
   - Click on Note icon and enter the student initial(s) for completed Eval(s)
2. Click on "+" to add another line for Supervision Entry
3. Enter # of Individuals Supervised for Month in Supervision box
   - Under Cost Center column, click on browse icon and select "ZY Mentor" cost center from options
   - Under Discipline column, click on browse icon and select "35 Mentor" discipline from options
   - Click on Note icon and enter names of individuals supervised and hit Save, then Submit.

	From	To	Raw Total	Calc. Total	Supervision	Time Off	Cost Centers		Discipline		Notes
+			0.00 hrs	0.00 hrs							💬
🗑	From am	**Per Piece Eval Entry** ➡			1	▼	Florida/Broward County School Board (K-12) BCSB1501	🔍	26 Speech Therapist	🔍	💬1
🗑	From am	**Supervision Entry** ➡			1	▼	ZY Mentor Remote/SOUTH REMOTE MENTOR ONLY 9001	🔍	35 Mentor	🔍	💬1
+			0.00 hrs	0.00 hrs							💬

Steps to Select "ZY Mentor" Cost Center, "35 Mentor" Discipline, and Note Entry

Cost Centers

California/Fresno Unified School District FRES1501

Browse and Select Cost Centers

List View

◁ Page 1 ▷ 1 - 2 Rows   Saved: [System] ▼

↑ Cost Full Name
starts with
⊙ California/Fresno Unified School District FRES1501
○ ZY Mentor Remote/WEST REMOTE MENTOR ONLY 5001

Cost Centers

ZY Mentor Remote/WEST REMOTE MENTOR ONLY 5001

Discipline

26 Speech Therapist

Browse and Select Cost Centers

List View

◁ Page 1 ▷ 1 - 2 Rows   Saved: [System] ▼

↑ Cost Full Name ▼
starts with ▼
⊙ 26 Speech Therapist
○ 35 Mentor

Discipline

35 Mentor

Notes

💬

Tue Aug 23, ? - ?
Time Entry Notes   ✕

ⓘ   No notes to display

Add Note *

1: J.Jones
2: S.Thomas

Clear

Cancel   Save

THE STEPPING STONES GROUP

Transforming Lives Together

Monthly Stipend Payroll Schedule
2022-2023

Stipend Payment Month	Kronos Timecards Due	Pay Date
August 2022	September 2, 2022	September 9, 2022
September 2022	September 30, 2022	October 7, 2022
October 2022	October 28, 2022	November 4, 2022
November 2022	November 25, 2022	December 2, 2022
December 2022	December 23, 2022	December 30, 2022
January 2023	February 3, 2023	February 10, 2023
February 2023	March 3, 2023	March 10, 2023
March 2023	March 31, 2023	April 7, 2023
April 2023	April 28, 2023	May 5, 2023
May 2023	May 26, 2023	June 2, 2023
June 2023	June 23, 2023	June 30, 2023
July 2023	July 21, 2023	July 28, 2023