

SBCC started the telecommuting transition this March 16. In order to keep ongoing practices and make sure that we can still process Stipend Requests, the EVP office will be transitioning to an [Electronic form](#).

Please see the steps below:

1. You can enter the information request per Stipend Recipient or as a List if you meet the following requirements:

A. List Format Requirements:

- a. All Faculty selected to have the same Home Department. For example, if five faculty members are in the History Department you can use this format.

For noncredit Faculty, make sure that all have the same Pay Rate and Hours worked.

- b. If all faculty members have the same amount of hours worked. For example, all faculty members listed worked 12 hours.

- c. You must use the format for the List, provided in this email and on the EVP Website.

- d. **DO NOT use the list if the Home Department, number of hours worked, and the total amount requested is not the same for all Faculty members Listed.**

2. Instead of requesting Department Chairs' and Deans' signature, list on the form the full names for Department Chair and Dean that will be approving your request and I will be requesting the final approvals.

3. Please contact me directly if you have any questions or concerns, Ext. 4379 or via email at bmdones@pipeline.sbccc.edu

Keep in mind that this is a new process; please be patient and understanding. Do not hesitate in contacting me if necessary.