



# **SHELBY COUNTY SCHOOLS ATHLETIC STIPENDS COMPENSATION**



# Stipends Login Information

- Visit: <http://www.teachmemphis.org/index.php/signin>
- Login to the Principal Portal (if you are not already)
- Username: SCSprincipal
- Password: principalSCS713 (enter the exact same way as listed)

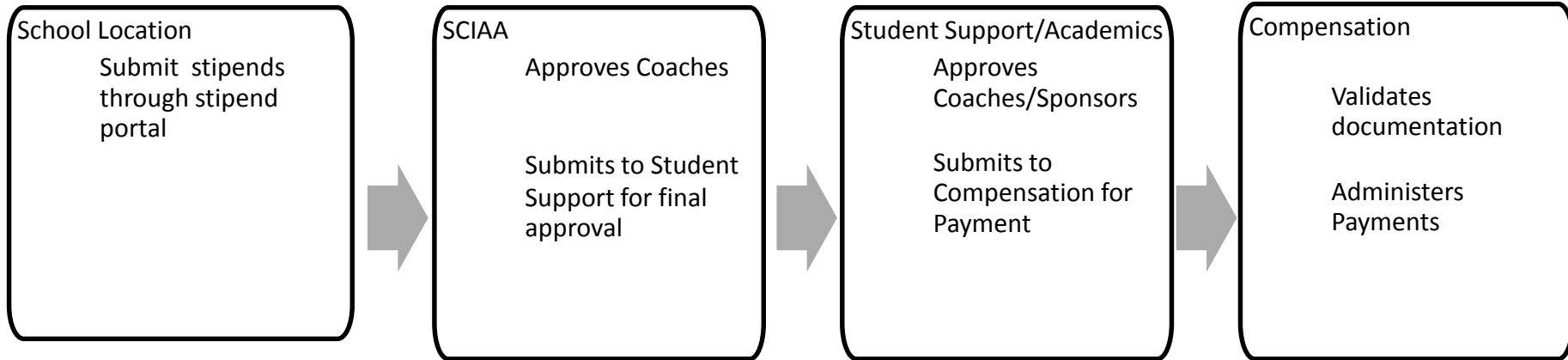


# Stipend Completion Process

- Click on the “Stipend Request” tab at the top of the page
- Complete the form for each staff member who should receive a coaching/sponsor stipend.
  - If the same employee coaches/sponsors multiple sports/activities, please submit the form for each sport/activity that employee coaches/sponsors.
  - To ensure that stipends are accurately paid please be mindful not to duplicate stipend submissions.
  - Ensure that only eligible employees are submitted as personnel to receive stipend supplements.
  - Do not exceed the number of coaches/sponsors allotted for each supplement.



# Stipends Process & Guidelines:



Note: School locations submits stipends through stipend portal by principal, financial secretary, or athletic director whichever principal approves as the designee.

\*Upon approval of each stipend request, you will receive a **notification via email**, as well as your staff member.



# Stipends Process & Guidelines Cont'd:

Once confirmation has been sent and if employees have questions please refer them to one of the three options.

- If you received payment and feel the amount received is incorrect contact Compensation at 416-2832.
- If you received confirmation but did not receive payment contact India Weaver at 416-9942.
- If you did not receive any confirmation or payment contact your Principal at your school.



# Pay Schedule

Fall- 11/17/2017

Winter- 2/23/2018

Spring-4/20/2018

Yearlong-1/26/2018 and 5/18/2018

# Questions?





# The Office of Compensation

Phone: (901) 416-2832

Email: [compensation@scsk12.org](mailto:compensation@scsk12.org)