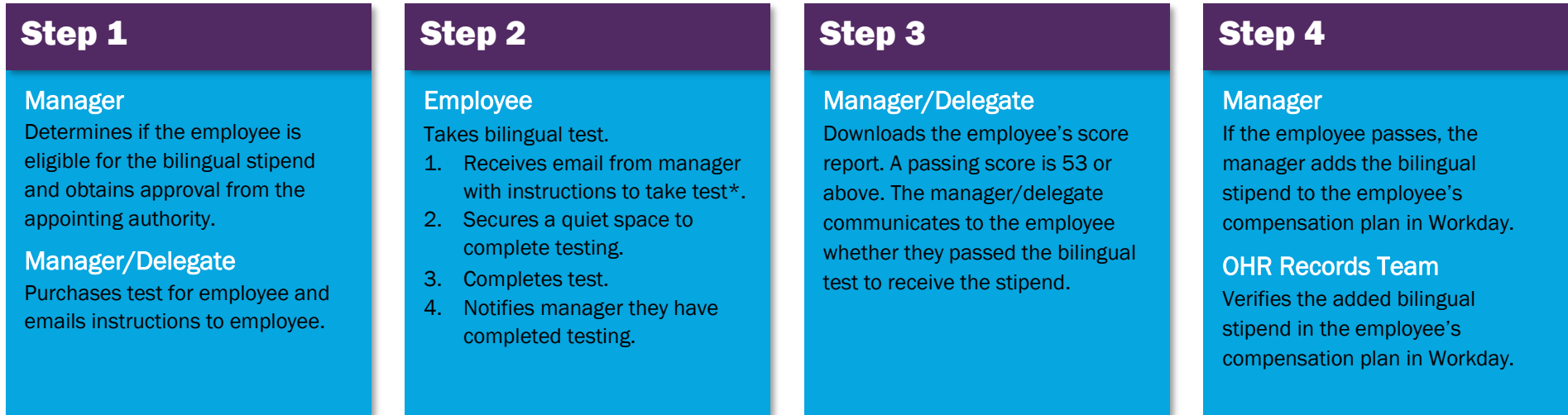


Bilingual Stipend Request Process

There are four simple steps in the Bilingual Stipend Request Process. It is the supervisor’s responsibility to initiate the process and, when approved, set up the bilingual stipend in Workday. For more information about the bilingual stipend, review Career Service Rule 9: Pay Administration, Bilingual Services Stipend. For assistance with entry into Workday, request assistance with Workday through SupportNow.

www.denvergov.org/humanresources



Employee begins earning bilingual stipend the Sunday after the request is approved in Workday.

The department/agency is charged \$37.13 per Spanish test. The price varies for other languages.

*Tests are purchased from Versant and are good for three months. If the employee does not complete the test within three months, the department/agency must purchase another test.