

ACADEMIC AFFAIRS

# MCAD PAYMENT REQUEST FORMS:

Faculty Stipends, Reimbursements, and Guests

**STEP-BY-STEP GUIDE**

# Go to: intranet.mcad.edu

## Select “MCAD RESOURCES”

The screenshot displays the MCAD X INTRANET interface. At the top, the text "MCAD X INTRANET" is centered. Below this is a navigation bar with a search field labeled "Search the Intranet and Knowledge Base" and several utility links: "+ UTILITIES", "BLACKBOARD", "GMAIL", "COURSE/ROOM", and "LOGIN TO MYMCAD". A secondary menu contains four main categories: "NEWS AND EVENTS", "MCAD RESOURCES", "DIRECTORY", and "KNOWLEDGE BASE". A blue arrow points to the "MCAD RESOURCES" category. Below the menu are five content tiles: "General MCAD Posting" (chalkboard), "Reception" (crowd), "Official Announcement" (cleaning staff), "General MCAD Posting" (megaphone), and "Artist Talk" (abstract art).

# Select “ACADEMIC AFFAIRS””






MCAD X INTRANET

Search the Intranet and Knowledge Base + UTILITIES BLACKBOARD GMAIL COURSE/ROOM LOGIN TO MYMCAD

NEWS AND EVENTS MCAD RESOURCES DIRECTORY KNOWLEDGE BASE

HOME » MCAD RESOURCES

## MCAD Resources

|   |  |   |  |  |
|---|--|---|--|--|
|  <p><b>3-D SHOP</b><br/>Mon-Thurs: 8:00 a.m.–9:00 p.m.<br/>Friday: 8:00 a.m.–6:00 p.m.<br/>Saturday–Sunday: noon–5:00 p.m.<br/><a href="mailto:3dshop@mcad.edu">3dshop@mcad.edu</a><br/>612.874.3642</p> |  <p><b>ACADEMIC ADVISING</b><br/>Monday–Friday: 8:30 a.m.–5:00 p.m.<br/>612.874.3738</p> |  <p><b>ACADEMIC AFFAIRS</b><br/>Mon–Fri: 8:30 a.m.–5:00 p.m.<br/><a href="mailto:academic_affairs@mcad.edu">academic_affairs@mcad.edu</a><br/>612.874.3794</p> |  <p><b>ACADEMIC SERVICES</b><br/>Monday–Friday: 8:00 a.m.–4:00 p.m.<br/><a href="mailto:academic_services@mcad.edu">academic_services@mcad.edu</a><br/>612.874.3748</p> |  <p><b>ADMISSIONS OFFICE</b><br/>Monday–Friday: 9:00 a.m.–5:00 p.m.<br/><a href="mailto:admissions@mcad.edu">admissions@mcad.edu</a><br/>612.874.3760</p> |
|---|--|---|--|--|

Once you are on the Academic Affairs Intranet Page, scroll down to “FACULTY RESOURCES” then select “MCAD PAYMENT REQUESTS:...”

MCAD X INTRANET

Search the Intranet and Knowledge Base + UTILITIES BLACKBOARD GMAIL COURSE/ROOM LOGIN TO MYMCAD

NEWS AND EVENTS MCAD RESOURCES DIRECTORY KNOWLEDGE BASE

HOME » MCAD RESOURCES » ACADEMIC AFFAIRS

**HOURS**  
Mon-Fri: 8:30 a.m.–5:00 p.m.

**LOCATION**  
Room 348

**EMAIL**  
[academic\\_affairs@mcad.edu](mailto:academic_affairs@mcad.edu)

**PHONE**  
612.874.3794

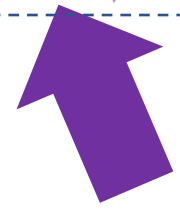
**ACADEMIC AFFAIRS**  
The Academic Affairs Department is responsible for all aspects of the academic program at MCAD including academic assessment. It coordinates the work of the academic departments (Fine Arts, Design, Media Arts, MFA, MA, Liberal Arts, Entrepreneurial Studies, Post-Baccalaureate, and Continuing Education) with MCAD's curricular support areas (Library, Academic Services, Gallery, Printmaking Studio, and 3D Shop). In addition, Academic Affairs administers a variety of programs including junior reviews, merit scholarships, senior exit surveys, Van Derlip scholarship, visiting artists and course evaluations. Answering questions is our specialty, so please stop in and make our day.

**RESOURCES** STAFF

ACADEMIC OVERVIEW  
[Academic Overview](#)

2017 FALL SEMESTER RESOURCES  
[EVENT CALENDAR | MCAD FALL 2017](#)  
[Faculty Prep Week Calendar | Fall 2017](#)  
[FALL 2017 FACULTY CHECK LIST](#)

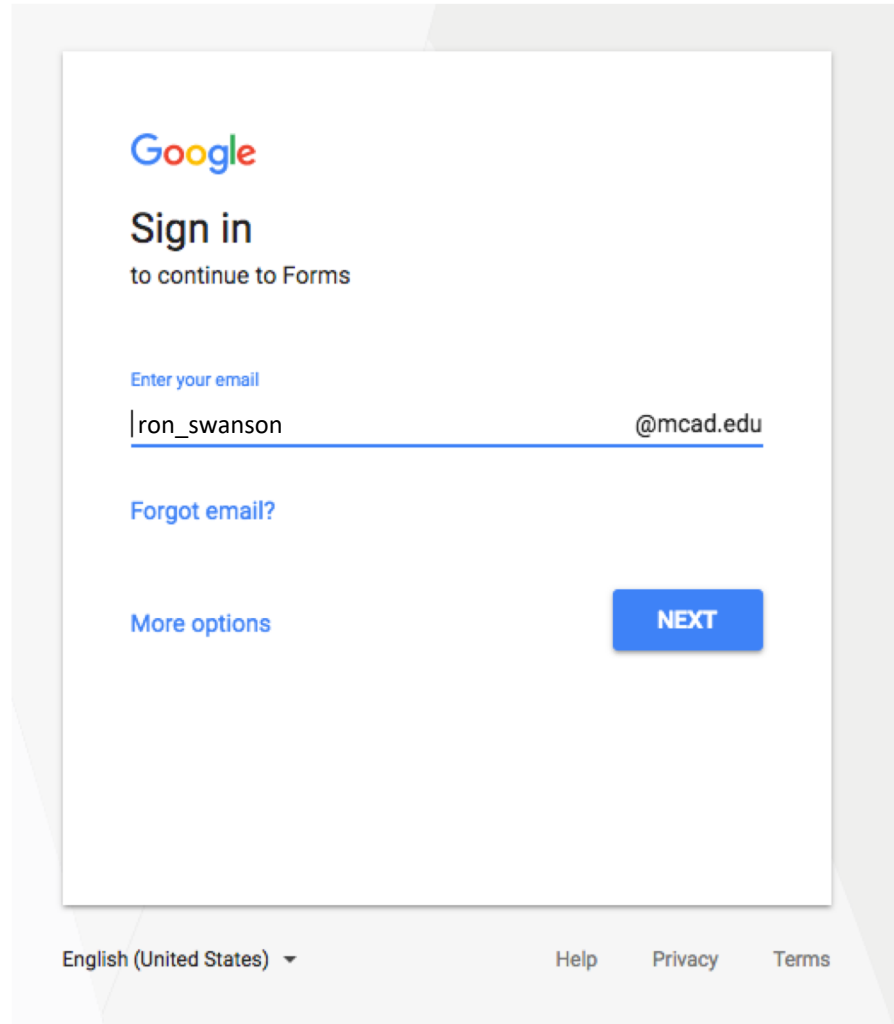
- FACULTY RESOURCES
  - [Faculty Handbook](#)
  - [Faculty Assembly Bylaws](#)
  - [Faculty Senate BlackBoard Page](#)
  - [Faculty Bio Template](#)
  - [Faculty Information Form](#)
  - [Faculty Information Form for download](#)
  - [MCAD Program Development Form](#)
  - [Accounting Protocols: Outside Guests, Reimbursements, and Substitutes](#)
  - [MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests](#)



# OOPS!

## Did you forget to sign in?

- You must be signed in to your @mcad.edu account in order to use this form.
- Occasionally, if you are signed in to a personal gmail account while trying to use this form, it will cause interference.
- Please sign out of all personal accounts before attempting to fill out the MCAD Payment Request Form.



The image shows a Google sign-in interface. At the top left is the Google logo. Below it, the text reads "Sign in" followed by "to continue to Forms". There is a text input field with the placeholder "Enter your email". The field contains the text "ron\_swanson" followed by "@mcad.edu". Below the input field are three links: "Forgot email?", "More options", and a blue "NEXT" button. At the bottom of the page, there is a footer with "English (United States)" and a dropdown arrow, and links for "Help", "Privacy", and "Terms".

# MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Outside Guests

Your email address ([smotekallem@mcad.edu](mailto:smotekallem@mcad.edu)) will be recorded when you submit this form. Not you? [Switch account](#)

DO YOU HAVE SUPERVISOR APPROVAL FOR THIS REQUEST?

- Yes
- No

NEXT

Never submit passwords through Google Forms.

Make sure you have your Chair's approval *before* filling out a payment request form.

# The Payment Request Form:

From here you can choose the reason for your request.

Faculty can submit a request for Guest Payments and Reimbursements.

Please note: ONLY CHAIRS CAN REQUEST FACULTY STIPENDS. ie: substitute teaching, meetings, etc.

## MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests

Your email address ([ethoen@mcad.edu](mailto:ethoen@mcad.edu)) will be recorded when you submit this form. Not you? [Switch account](#)

**\* Required**

**Your First Name \***

First name of person filling out this request

Ron

**Your Last Name \***

Last name of person filling out this request

Swanson

**Please choose the reason for your request \***

Faculty Stipend (Dept Chairs Only)

Guest

Faculty Reimbursement

Other: \_\_\_\_\_

If you select “GUEST,” you will be taken to this form: Follow along to complete the form, then click “SUBMIT”

**MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests**

Your email address (smotekallem@mcad.edu) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

**Guest Payment Request**

The federal government requires that a W-9 be submitted for services rendered by any independent entity outside the MCAD employee roster. W-9 forms are stored no longer than 12 months on MCAD Campus.

**Current Guest Status**

Please answer the following questions to help us determine how to request payment.

Is your guest currently on MCAD payroll? If so, what is their position? \*

Choose

If my guest has no known W-9 on file, I understand that I must provide this to the Academic Affairs office or my request will not be processed. \*

Yes, I will provide a W-9 to my guest and deliver to Academic Affairs to process payment.

No, my guest is on already on MCAD payroll

Comments

Your answer

**Current Guest Status**

Please answer the following questions to help us determine how to request payment.

Is your guest currently on MCAD payroll? If so, what is their position? \*

Choose

- No, never been employed by MCAD
- MCAD Full-time Faculty
- MCAD Adjunct Faculty
- MCAD MFA Mentor
- MCAD Full-time Staff
- MCAD Part-time Staff
- Current MCAD MFA Student
- Current MCAD Undergrad Student
- MCAD Alumni

Guest First Name \*

Select the option that best applies to your Guest.

If they have not been employed by MCAD, they will need to fill out a W-9 form. You can find these on the Business Office Intranet Page or in Academic Affairs (Room 348).

Your Guest cannot be paid without this form.

Please bring the completed W-9 to Academic Affairs (Room 348).



### Guest Information

**Guest First Name \***

Your answer

**Guest Last Name \***

Your answer

**Guest Email \***

Your answer

**Guest Address \***

Your answer

### Visit Details

**Course Code \***

Your answer

**Course Name \***

Your answer

**Date(s) of Visit \***

Your answer

**Duties Performed \***

Please provide a brief description Eg. Workshop, demonstration, critique, lecture

Your answer

**Stipend Amount \***

Your answer

**Department Approval? \***

You must obtain approval from your department Chair or Director prior to making this request

Yes

No

**Additional Comments**

Your answer

A copy of your responses will be emailed to ethoen@mcad.edu.

### Visit Details

**Course Code \***

Your answer

**Course Name \***

Your answer

**Date(s) of Visit \***

Your answer

**Duties Performed \***

Please provide a brief description Eg. Workshop, demonstration, critique, lecture

Your answer

**Stipend Amount \***

Your answer

**Department Approval? \***

You must obtain approval from your department Chair or Director prior to making this request

Yes

No

**Additional Comments**

Your answer

A copy of your responses will be emailed to ethoen@mcad.edu.

BACK

SUBMIT

Never submit passwords through Google

Completely fill out the form with as much detail as possible. When finished click "SUBMIT."

If you are unsure of how to fill out the form or if you have questions, please email [academic\\_affairs@mcad.edu](mailto:academic_affairs@mcad.edu)

If you need to request a reimbursement, select “Faculty Reimbursement” and you will find yourself here: Follow along to complete the form, then click “SUBMIT”

**MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests**

Your email address (smotekallem@mcad.edu) will be recorded when you submit this form. Not you? [Switch account](#)

\* Required

**Faculty Reimbursement Request**

Reimbursement Requests require receipts in order to process payment. \*Travel expenses require a Travel Expense Report which you can find on the Academic Affairs Intranet Page. <https://intranet.mcad.edu/department/academic-affairs>

**First Name \***

Your answer

**Last Name \***

Your answer

**Mailing Address \***  
Street, City, State, Zip

Your answer

**Department \***

Choose

**Reason for reimbursement request \***

Choose

**Please provide details for this request \***

\*Give a description of items and the reason for disbursement. You must include all names of people attending.

Your answer

**Amount of request \***

Your answer

**Receipts and Documentation \***

Yes -- I will provide Academic Affairs with the receipts/documentation to support this request.

No -- I do not have any documentation. I will contact Academic Affairs for further instruction.

**Additional Comments**

Your answer

A copy of your responses will be emailed to smotekallem@mcad.edu.

Never submit passwords through Google Forms.

Please bring receipts/documentation to Academic Affairs Room 348 OR email them to academic\_affairs@mcad.edu

Once you SUBMIT,  
you should see this screen:

## MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Guests

Thank you - your request has been received.

[Submit another response](#)

# Your submitted response will be emailed to you

Google Forms

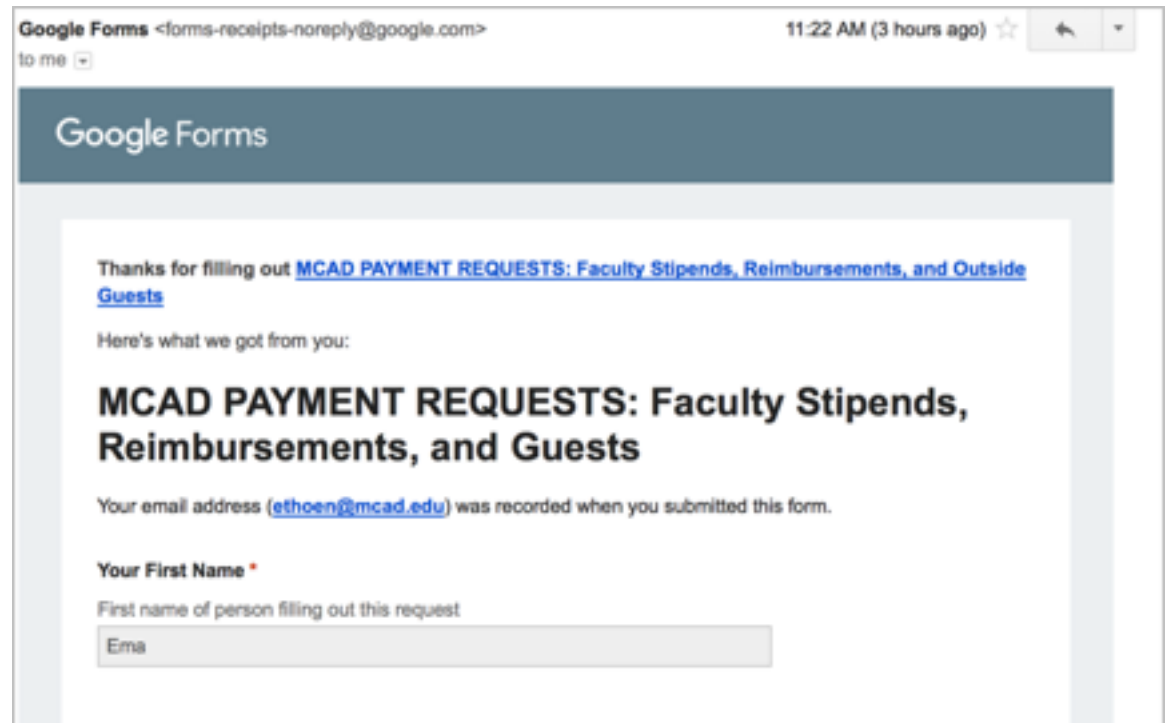
Your form, MCAD PAYMENT REQUESTS: Faculty Stipends, Reimbursements, and Outside Guests,... - 1 new r

11:25 am

You've got mail



An email copy for your records



# Academic Affairs Administration will be notified of your request

If all the pertinent information is included – we will process requests once per week in accordance with the business office check-cutting schedule. Please note that holidays may affect this schedule.

Academic Affairs will contact you if any further information is required for your request to be processed.

It can take 2-3 weeks for your request to be complete. Please contact us at [academic\\_affairs.edu](mailto:academic_affairs.edu) if you have any questions or concerns.

