

PARF FORM INSTRUCTIONS

- School decides to pay a coach only for a flat rate amount.
- School determines the Student Activities account (can only use 525 or 526 funds) to be used to pay the stipend (**reminder, the funds must be in the account at the time the parf is submitted for approval**)
- School determines whether the stipend will be a Stipend plus Employer Paid Benefits or a Stipend minus Employer Paid Benefits (click on the Stipend Information link on the Student Activities website under Payroll)
 - Example: If the stipend is \$1,500 and it is a Stipend **PLUS** Employer Paid Benefits
 - Employee will receive a gross amount of \$1,500
 - Employer Paid Benefits will be \$114.75
 - Account used will be charged \$1,614.75
 - Example: If the stipend is \$1,500 and it is a Stipend **Minus** Employer Paid Benefits
 - Employee will receive a gross amount of \$1,385.25
 - Employer Paid Benefits will be \$114.75
 - Account used will be charged \$1,500
- Prior to the assignment starting, the school completes the online/fillable Student Activities Parf. A separate PARF needs to be completed for each coach.
 - Go to: http://www.mpsaz.org/student_activities/payroll/
 - Click on PARF
 - Open the PARF. The PARF should download to your computer (look at the bottom)
 - Click on Enable Content
 - Fill in all fields up to and including the complete 26-digit Account #
 - For the question – Is this account paying for Employer Paid Benefits? Check **YES** if this is a Stipend **PLUS** Employer Paid Benefits. Check **NO** if this is a Stipend **MINUS** Employer Paid Benefits.
 - Type in the amount of the Stipend in the Stipend Amount field
 - Be sure the coach knows and understands they must complete their duties in order to be paid the full amount.
 - Complete the rest of the form and then print it. After printing it, both the coach and an administrator must sign and date the form. Copies of the form should be given to the coach. **(Please don't skip this step. It will alleviate any questions regarding the amount that they received.)**
 - Now you are able to submit an epar in Visions
 - Employee will be paid in accordance with payroll periods

NOTE: Percentages used to calculate payroll taxes are subject to change school year to school year.