

## BHMT's Individual Stipend Program Workflow At-A-Glance

### STEP 1: BEFORE YOU APPLY

- A) Meet with Career Development Coach to develop career plan, ensure program eligibility and get referral to BHMT Academic Success Coach.
- B) Get manager authorization to participate in ISP.
- C) Meet with BHMT Academic Success Coach to create Learning Resource plan.



### STEP 2: HOW DO I APPLY?

- A) Log into **MyBHMT** and complete ISP application.
- B) Upload acceptance letter and class schedule from school along with the Learning Resource Plan from your BHMT Academic Success Coach.
- C) Ensure your manager receives the autogenerated approval email and responds to BHMT.
- D) Check your application status in **MyBHMT**.

If BHMT **APPROVED**, move to Step 3  
If **DENIED**, contact your BHMT Academic Success Coach

### STEP 3: HOW DO I RECEIVE STIPEND PAYMENTS?

- A) Look for approval email from BHMT and follow the instructions to email/fax your paystub and direct deposit form to [LMP-Careers@kp.org](mailto:LMP-Careers@kp.org).
- B) Maintain active participation in your program.
- C) Work with your timekeeper to report stipend hours\*.



### STEP 4: MAINTAINING YOUR ISP ELIGIBILITY

- A) Enter your upcoming classes into your stipend application, upload the class schedule and previous grades every term.  
**NOTE:** If participating in a BHMT Degree program, your school will provide BHMT this required documentation. No action is required on your part.
- B) If planning to take a term off, contact your BHMT Academic Success Coach.
- C) Check in at least twice a year with your BHMT Academic Success Coach.
- D) Inform your BHMT Academic Success Coach when you have Completed or Graduated your program.

\* NCAL, SCAL, HI, GA and NW regions, work with your manager to use the "BEN" code in the TIME system as part of your regular KP payroll process. CO or MAS regions, work with manager to use the "Absence Unpaid Time 3" and reason "Ben Hudnall Memorial Trust Fund" code in HRconnect as part of your regular payroll process. WA region participants must code stipend hours as Absence Type in the HRconnect system. Use the code Absence Unpaid Time 4 and select the Reason as Ben Hudnall Memorial Trust Fund as part of your regular payroll process.