

## Cell Phone and Internet Access Stipend Instructions for Supervisors

When the supervisor determines there is a business need for an employee to receive a cell phone or internet access stipend, the supervisor or designee:

1. Prints and completes the [Supervisor Worksheet and Employee Agreement](#).
2. Reviews the worksheet with the employee and gives the employee a copy of the signed agreement.
3. Initiates the supplemental pay ePAR (see [Cell Phone and Internet Access Stipend ePAR Instructions](#))
4. Attaches the Supervisor and Employee Agreement form to the ePAR.
5. Employees may contact JMU Telecommunications, 540-568-6471, [telecom@jmu.edu](mailto:telecom@jmu.edu), for information about JMU discounts.