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

1. Print and complete the Supervisor Worksheet and Employee Agreement.

2. Complete a Personnel Action Request (PAR) for stipend amount.
   a. For assistance in properly completing the PAR see:
      i. Par Sample
      ii. Cell Phone and Internet Stipend PAR Instructions

3. Review the worksheet with the employee and obtain employee’s signature. Supervisor gives the employee a copy of the Agreement and copies the agreement for the department’s files. Supervisor directs employee to contact JMU Telecommunications at 540/568-6471 for additional details regarding JMU discounts on wireless equipment and service.

4. Supervisor submits the PAR and Supervisor Worksheet and Employee Agreement to Human Resources (MSC 7009).

5. Budget revisions may be necessary. Cell Phone expenses were previously paid from budget code 121800. Stipends will be paid from budget code 114540 - University Stipends.