

Cell Phone and Internet Stipend PAR Instructions

Departments complete a paper [Personnel Action Request](#) (PAR) for any employee authorized to receive a cell phone or internet connection stipend.

Section I Enter the employee's name and eID.

Section II Enter a start date which corresponds with the beginning of a pay cycle. For full-time employees, a start date of the 25th of a month will generate payment on the pay advice for the middle of the following month and a start date of the 10th will generate payment at the end of the current month.

For wage employees, a start date of the 1st of a month will generate payment at the end of the month and a start date of the 16th will generate payment on the check for the middle of the following month. Keep in mind that wage employees are paid a pay cycle behind, after they actually work.

Cell phone stipends should not be effective dated retro-active and need to be submitted to HR by the PAR form deadlines. See Payroll Calendar at <http://www.jmu.edu/payroll/calendar.shtml>.

NO END DATE is necessary. The stipend will continue to run every pay cycle until a new PAR is generated to change the stipend amount or terminate the stipend. The employee's position number, department name and org code will need to be the same as their home department. The account code must be 114540 Stipend.

Section III Select the action/reason of "Additional Pay". Enter in the "Notes" section *this is a cell phone/internet connection stipend*. The department can include the stipend plan level if they wish for their records; Payroll needs to see the wording "cell phone/internet connection stipend". This is necessary to show the earnings type of CPH on the employee's pay advice.

Section IV of the PAR needs to have the "Compensation" block filled with the selection "Additional Pay – other" and then down below in the "Conditions of Employment" box type "Continuous semi-monthly amount". The amount is the semi-monthly amount the employee is to receive (1/2 of the plan level). For example, if the employee is to receive Voice Level 1 which is \$50.00 per month the amount box on the PAR should be \$25.00. The other blocks in section IV are self explanatory like working title, building, MSC, work phone, supervisor, supervisor position # and supervisor's email.

Section V of the PAR is the signature portion which requires a signature from someone with budget authority over the department along with other signatures.

Attach a copy of the Supervisor Worksheet and Employee Agreement to the PAR form and forward it to Human Resources at MSC 7009. HR will forward the PAR form to Payroll Services for processing.

Complete a Budget Revision form to move the necessary dollars from the non-personal budget amount to the personal services budget. This is necessary because originally departments were budgeted for cell phone/internet service through telecom and charged under the non-personal expenditure code of 121800. This service will now be charged to personal services under the 114540 expenditure code.

3/2016