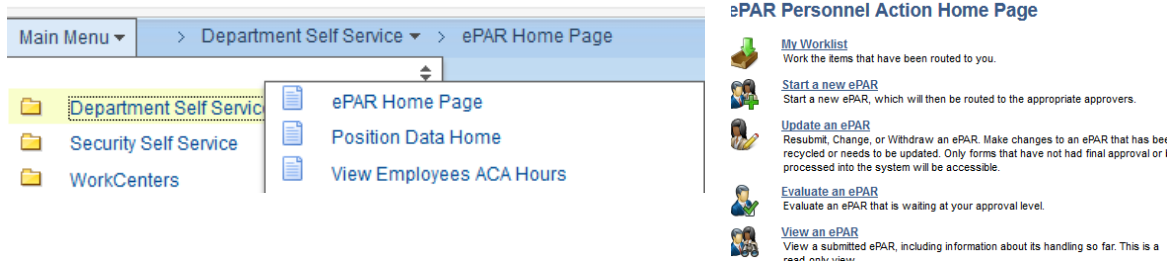


# Cell Phone and Internet Access Stipend ePAR Instructions

Complete an Electronic Personnel Action Request (ePAR – Supplemental Pay Form) for any employee authorized to receive a cell phone or internet access stipend.

Locate the Supplemental Pay Form by logging into the HRMS system - Main Menu - Department Self Serve – ePAR home page – start a new ePAR – Supplemental Pay Form.



The screenshot displays the HRMS system interface. The breadcrumb navigation path is: Main Menu > Department Self Service > ePAR Home Page. The left sidebar shows a tree view with 'Department Self Service' selected, containing 'Security Self Service' and 'WorkCenters'. The main content area shows a list of links: 'ePAR Home Page', 'Position Data Home', and 'View Employees ACA Hours'. To the right, the 'ePAR Personnel Action Home Page' section contains several action items with icons: 'My Worklist' (Work the items that have been routed to you.), 'Start a new ePAR' (Start a new ePAR, which will then be routed to the appropriate approvers.), 'Update an ePAR' (Resubmit, Change, or Withdraw an ePAR. Make changes to an ePAR that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.), 'Evaluate an ePAR' (Evaluate an ePAR that is waiting at your approval level.), and 'View an ePAR' (View a submitted ePAR, including information about its handling so far. This is a read-only view).

On the Supplemental Pay Form, search for the employee by name.

Enter a start date which corresponds with the beginning of a pay cycle.

- For full-time employees, a start date of the 25<sup>th</sup> of a month will generate payment on the pay advice for the middle of the following month and a start date of the 10<sup>th</sup> will generate payment at the end of the current month.
- For wage employees, a start date of the 1<sup>st</sup> of the month will generate payment at the end of the month and a start date of the 16<sup>th</sup> will generate payment on the check in the middle of the following month. Keep in mind that wage employees are paid a pay cycle behind, after they actually work.

Stipend e-Pars must be submitted to HR by the payroll deadline. See Payroll's Calendar <http://www.jmu.edu/payroll/calendar.shtml>. They may not be effective dated, retroactively.

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 then the amount in the box on the ePAR should be \$25.00.

Attach the signed (employee, supervisor and VP signatures are required) [Supervisor Worksheet and Employee Agreement](#) to the ePAR form and submit.