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, for information about JMU discounts.