

What is the Supplemental Pay Form?

It is the eForm that is used to pay stipends for the following:

- Auto Stipend
- Award/Recognition Bonus for Instructional Faculty, A&P Faculty, TNT, RNT, and Adjunct
- Cellphone/Internet Stipend
- Degree Attainments for: Associate, Bachelor, Masters and Doctorate
- Moving and Relocation
- Student Bonus
- Temporary Pay

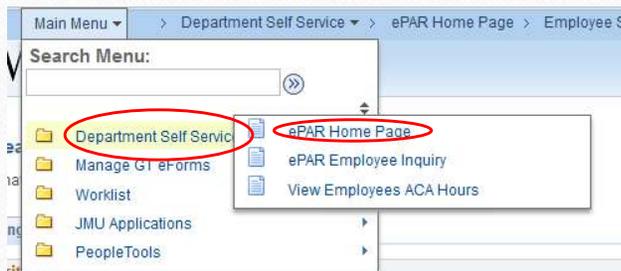
How do I stop a Supplemental Pay?

- If someone is leaving the university (termining/separating), payroll automatically terminates the cellphone or auto stipend
- If you want to stop the cellphone stipend for any other reason, you would submit a paper PAR. For example, if the rate is to change for the cellphone stipend or if the stipend is no longer needed
- If the employee is transferring in the same department, payroll will reach out to the department to see if the cellphone stipend is to continue
- If the employee is transferring to a new department, payroll will automatically stop the cellphone stipend once the transfer ePAR has been received

Where do I find the Supplemental Pay Form?

The Supplemental Pay Form is in the same location as the Hire Form, Job Change Form and Employment Status Change Form

Department Self Service > ePAR Home Page > Start a new ePAR > Supplemental Pay Form



ePAR Personnel Action Home Page

-  [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.
-  [View an ePAR](#)
View a submitted ePAR, including information about its handling so far. This is a read-only view.

Start a New ePAR

-  [Hire Form](#)
Use this form to hire a new employee into your department, or to add a concurrent job for an employee who already works at the university. This form includes the following actions: Hire, Rehire, Concurrent Job, Transfer, Additional Pay (excludes cell phone/internet stipends/etc).
[Hire Form](#)
 -  [Existing Job Change Form](#)
Use this form to edit the existing job of an active* employee currently working in your department. This form includes the following actions: Pay Changes (Adjustment, Merit, Promotion), Data Changes (Contract Extension, Supervisor Change).
*Employee must have an active job record in order to be displayed in the search results. If the termination date has passed, the Hire Form must be used.
[Existing Job Change Form](#)
 -  [Employment Status Change Form](#)
Use this form to submit an employment status change. This form includes the following actions: Termination, Retirement, Leave of Absence (paid or unpaid), Return from Leave, Suspension, Recall from Suspension **Corrections to previously submitted ePARs that have already been committed to PeopleSoft by the final approver will need to be submitted using a paper PAR form.
[Employment Status Change Form](#)
 -  [Supplemental Pay Form](#)
Use this form to create additional pay for an employee. Supplemental pay types include cellphone/internet stipend, degree attainment, student bonus, recognition bonus, and auto-stipend.
[Supplemental Pay Form](#)
- [Return to ePAR Personnel Action Home Page](#)

Overview

- Once you search for and locate the employee > click on their name
- Ensure it is the correct employee
- Select your Supplemental Pay Code (which is based off the Employee Group Classification)

Add Supplemental Pay
Step 1 of 2: Supplemental Pay Information
Please enter the date the change should go into effect and and make the desired change(s).

Transaction Information
Name: [Redacted] Empl ID: [Redacted] eForm ID: 32048
Contact Name: [Redacted] Contact Phone: 540/568-8769 [Comment History](#)

Job Information
Name: [Redacted] Empl ID: [Redacted]
Dept ID: 100210 Empl Record: 0
Job Code: 39111 Info Technology Specialist I
Position Nbr: 00002760 ePAR Coordinator
Emp Grp: CLASS
Full/Part: Full-Time
Acct Cd: 112300 Salaries, Classified

Supplemental Pay Details
*Supplemental Pay Code:
*Effective Date:
*Earnings Amount:
*Department to Charge To:

File Attachments
Upload View Description Doc ID
1 Upload View Delete
Add File Attachment

Comments

Look Up Supplemental Pay Code Help
Cancel

Search Results
View 100 First 1-9 of 9 Last

Supplemental Pay Code	Description
ASOC	Associate Degree Attainment
BACH	Bachelors Degree Attainment
DOCT	Doctorate Degree Attainment
FAWD	Award/Recognition Bonus FT
MAST	Masters Degree Attainment
MOVE	Moving & Relocation Stipend
STIP	Auto Stipend
TECH	Cellphone/Internet
TMP	Temporary Pay

Important to remember:

* **The Department to Charge to** box can be populated with any department number. PLEASE make sure the department number you are entering is the correct department to be charged (it does not lock down to only your departments)

*The Supplemental Pay Form will follow the same security routing as your other ePARS follow for your department.

Degree Attainment Supplemental Pay Code

Transaction Information
Name: [REDACTED] Empl ID: [REDACTED] eForm ID: 32058
Contact Name: [REDACTED] Contact Phone: 540/568-8769 [Comment History](#)

Job Information
Name: [REDACTED] Empl ID: [REDACTED]
Dept ID: 100210 Empl Record: 0
Job Code: 39111 Info Technology Specialist I
Position Nbr: 00002760 ePAR Coordinator
Emp Grp: CLASS
Full/Part: Full-Time
Acct Cd: 112300 Salaries, Classified

Supplemental Pay Details
*Supplemental Pay Code: BACH Bachelors Degree Attainment
*Effective Date: [REDACTED]
*Amount: \$1000.00
*Department to Charge To: [REDACTED]

File Attachments
1 [Upload] [View] [Delete]

Action Items
 Official Transcript Acknowledgment
An Official Transcript must be submitted to HR showing degree attainment.

Comments
Your Comment: [REDACTED] [Submit]

- Associate Degree (\$500.00)
- Bachelors Degree (\$1000.00)
- Masters Degree (\$2000.00)
- Doctorate Degree (\$3000.00)

The proper amount for the degree attainment will default in the amount box once you have selected that Supplemental Pay Code.

You must check the *Official Transcript Acknowledgement* box in order to submit the ePAR. We require either a sealed physical copy or an e-scrip/secure electronic copy sent to us from the institution. You can also send it from a third party services such as National Student Clearinghouse and Parchment. Please have them addressed to Gage Kivlen and sent to onboard@jmu.edu. Official Transcripts can be physically sent to : JMU – Human Resource Attn: Onboard Specialist, 752 Ott Street, MSC 7009, Harrisonburg, VA 22807

Cell Phone/Internet Supplemental Pay Code

Transaction Information

Name: [REDACTED] Empl ID: [REDACTED] eForm ID: 32058
Contact Name: [REDACTED] Contact Phone: 540/568-8769 [Comment History](#)

Job Information

Name: [REDACTED] Empl ID: [REDACTED]
Dept ID: 100210 Empl Record: 0
Job Code: 39111 Info Technology Specialist I
Position Nbr: 00002760 ePAR Coordinator
Emp Grp: CLASS
Full/Part: Full-Time
Acct Cd: 112300 Salaries, Classified

Supplemental Pay Details

*Supplemental Pay Code: Cellphone/Internet
*Effective Date:
*Semi-Monthly Amount:
*Department to Charge To:

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>		<input type="button" value="Delete"/>

Action Items

	Message Text	Description
<input type="checkbox"/>	 Cellphone/Internet Contract Acknowledgment	A signed Cellphone/Internet contract form must be attached to this request. Please use the attachment section of the form to complete the attachment and then acknowledge this message.

Comments

Your Comment:

Important things to remember on the Cell Phone/Internet form:

- Make sure you enter the semi-monthly amount
- Fill out and have the employee and the supervisor sign and upload the [Cell Phone and Internet Access Stipends](#)
- Check the box acknowledging you have attached the contract
- You must use the current date or future dates. You cannot use a past date
- This payment will continue until it is stopped by the department using a paper PAR or if the employee terminates

Vehicle/Auto Supplemental Pay Code

Please enter the date the change should go into effect and and make the desired change(s).

Transaction Information

Name: [REDACTED] Empl ID: [REDACTED] eForm ID: 32058
 Contact Name: [REDACTED] Contact Phone: 540/568-8769 [Comment History](#)

Job Information

Name: [REDACTED] Empl ID: [REDACTED]
 Dept ID: 100210 Empl Record: 0
 Job Code: 39111 Info Technology Specialist I
 Position Nbr: 00002760 ePAR Coordinator
 Emp Grp: CLASS
 Full/Part: Full-Time
 Acct Cd: 112300 Salaries, Classified

Supplemental Pay Details

*Supplemental Pay Code: Auto Stipend
 Mid-pay period hire/transfer
 Note: Auto Stipends cannot exceed 24 pay periods.

*Effective Date: *End Date:

*Total Stipend Amount:
 *Department to Charge To:

File Attachments

	Upload	View	Description	Dpc ID	Delete
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>			<input type="button" value="Delete"/>

Comments

Your Comment:

Important things to remember on the Vehicle/Auto Pay Form:

Look Up Effective Date

Search Results

View 100 First 1-79 of 79 Last

Effective Date
09/10/2016
09/25/2016
10/10/2016
10/25/2016
11/10/2016
11/25/2016
12/10/2016
12/25/2016
01/10/2017
01/25/2017
02/10/2017
02/25/2017
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10/10/2017
10/25/2017
11/10/2017
11/25/2017
12/10/2017
12/25/2017

Look Up End Date

Search Results

View 100 First 1-79 of 79 Last

End Date
09/24/2016
10/09/2016
10/24/2016
11/09/2016
11/24/2016
12/09/2016
12/24/2016
01/09/2017
01/24/2017
02/09/2017
02/24/2017
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01/24/2018
02/09/2018
02/24/2018
03/09/2018
03/24/2018
04/09/2018
04/24/2018
05/09/2018

- The Effective Date should be the start of a pay period and the end date should be the end of a pay period
- If you hire or transfer someone in the middle of a pay period – you must select the *Mid-pay period hire/transfer* box and then enter the effective date of the hire/transfer. The end date should still be the end of the pay period
- Please note that auto stipends cannot exceed 24 pay periods

Full Time & Part Time Award/Bonus Supplemental Pay Code

Full time – Instructional Faculty & A&P Faculty

Part time – Adjunct, RNT & TNT

Please enter the date the change should go into effect and make the desired change(s).

Transaction Information

Name: [REDACTED] Empl ID: [REDACTED] eForm ID: 32064
Contact Name: [REDACTED] Contact Phone: 540/568-8769 [Comment Histor](#)

Job Information

Name: [REDACTED] Empl ID: [REDACTED]
Dept ID: 100026 Empl Record: 0
Job Code: 01016 Instr Fac.Prof.10.EG
Position Nbr: 00001061 Professor
Emp Grp: INFAC
Full/Part: Full-Time
Acct Cd: 112600 Salaries, T&R

Supplemental Pay Details

*Supplemental Pay Code: FAWD Award/Recognition Bonus FT
*Effective Date: 09/28/2017
*Amount: \$2000.00
*Department to Charge To: 100020

File Attachments

	Upload	View	Description	Doc ID	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

Comments

Your Comment:

Things to remember:

- A current or future effective date must be entered. You CANNOT enter a past date
- This is a one time payment so no end date is needed
- Classified & Wage bonuses are done on the [Employee Recognition Form](#), not on ePAR

Moving and Relocation Stipend Supplemental Pay Code

Employee Moving and Relocation Stipend Agreement

This is an agreement entered on (Offer Date) for the payment of a moving and relocation stipend in the amount of (Amount) to (Employee Name) who has accepted employment with (Department Name) at James Madison University for the position of (Employee Working Title)

1. To assist the Employee in meeting the extraordinary expenses of moving and relocation, James Madison University (The University) agrees to offer the Employee a moving and relocation stipend.
2. The stipend will be paid within thirty days after employee start date, will be taxable income to the employee, and will be limited to one per household.
3. No additional moving and relocation reimbursements or payments to the employee or other vendors for moving costs will be processed by the university.
4. In consideration of the University's stipend offer, the Employee agrees to remain in the employ of the University for a period of twelve (12) months beginning (Employee Date) .
5. The Employee further agrees that in the event the Employee does not remain in the employ of the University as a full-time employee for the full twelve-month period, the Employee will repay to the University a prorated portion of the stipend amount. The University will prorate, on a monthly basis, the amount for repayment so that each full month during which the Employee remained in the employ of the University, the amount for repayment is reduced by one-twelfth (1/12) of the total stipend. The University, in its sole discretion, may waive repayment if the Employee is separated for reason beyond the Employee's control, but termination for cause shall not be deemed a reason beyond the Employee's control.

Department Contact: (Specify Name and Phone Number)

In witness to this agreement, the employee understands that moving and relocation stipends are taxable and must follow the eligibility guidelines outlined in Moving and Relocation Policy 5020, located at <http://www.jmu.edu/financemanual/procedures/5020.shtml>, and all parties execute their acceptance of these terms by affixing their signatures below.

_____ Employee	_____ Date	_____ AVP / Dean	_____ Date
_____ AVP, Finance	_____ Date	_____ Divisional VP (if applicable)	_____ Date
_____ VP for Admin and Finance (if applicable)	_____ Date		

Supplemental Pay Details

*Supplemental Pay Code: Moving & Relocation Stipend

*Effective Date:

*Total Stipend Amount:

*Department to Charge To:

File Attachments

	Upload	View	Description	Doc ID	Delete
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>			<input type="button" value="Delete"/>

Action Items

	Message Text	Description
<input checked="" type="checkbox"/>	Moving & Relocation Stipend Acknowledgement	A signed Moving and Relocation Stipend Agreement form must be attached to this request. Please use the attachment section of the form to complete the attachment and then acknowledge this message.

- Enter the effective date, amount and Department to be charged
- You must attach the Moving and Relocation Agreement
- You must check the *Moving and Relocation Stipend Acknowledgement* box

Student Bonus Supplemental Pay Code

Please enter the date the change should go into effect and make the desired change(s).

Transaction Information

Name: [REDACTED] Empl ID: [REDACTED] eForm ID: 32075
Contact Name: [REDACTED] Contact Phone: 540/568-8769 [Comment History](#)

Job Information

Name: [REDACTED] Empl ID: [REDACTED]
Dept ID: 300263 Empl Record: 0
Job Code: 90003 Student Wages
Position Nbr: 00004409 Student Wages
Emp Grp: STDNT
Full/Part: Part-Time
Acct Cd: 114400 Wages, Student

Supplemental Pay Details

*Supplemental Pay Code: SBON Student Bonus

*Effective Date: 09/19/2017

*Amount: \$500.00

*Department to Charge To: 100020

File Attachments

	Upload	View	Description	Doc ID	
1	Upload	View			Delete

[Add File Attachment](#)

Comments

Things to remember:

- The Effective Date must be current or future dated. You CANNOT enter a past date
- This is a one time payment so no end date is needed

*for more information related to student bonuses, please reach out to Student Employment

Temporary Pay Supplemental Pay Code

Step 1 of 2: Supplemental Pay Information

Please enter the date the change should go into effect and and make the desired change(s).

Transaction Information			
Name:	[REDACTED]	Empl ID:	[REDACTED]
Contact Name:	[REDACTED]	Contact Phone:	540/568-8769
		eForm ID:	125912
Comment History			

Job Information			
Name:	[REDACTED]	Empl ID:	[REDACTED]
Dept ID:	100210	Empl Record:	0
Job Code:	01123	Adm Fac,Instr,12,EG	
Position Nbr:	00007659	Assistant Director, Consulting	
Emp Grp:	APFAC		
Full/Part:	Full-Time		
Acct Cd:	112100	Salaries, Admin	

Supplemental Pay Details			
*Supplemental Pay Code:	TMP	Temporary Pay	
Note: The end date cannot exceed 12 pay periods, i.e. 3/10/20xx – 9/9/20xx.			
*Effective Date:	04/10/2023	*End Date:	01/24/2024
*Total Temp Amount:	\$2500.00		
*Department to Charge To:	100210		

File Attachments				
	Upload	View	Description	Doc ID
1	Upload	View		

Add File Attachment

- Select TMP from the drop down box
- Choose your start/end date from the drop down box
- Total Temp Amount is total they are to get for the time period on the ePAR (please contact your [HR Consultant](#) for guidance)
- Department to Charge To is the department paying for this temporary pay

***Classified and A&P Faculty can be done for a maximum of a 6 month timeframe**

***Instructional Faculty can be done for a maximum of a 12 month timeframe**