

ATHLETICS CELL PHONE PROCEDURES

A new job code, IC5203, has been established with an effective date of 4/1/09 to pay athletic personnel authorized to receive biweekly stipends for cellular phone usage. The following procedures must be followed:

1. Athletic personnel paid on through the State or the University PeopleSoft payroll systems are eligible to be paid on PeopleSoft for this stipend. Personnel paid through the Alumni Office are not eligible and should be compensated through the Alumni Office for cellular phone usage.
2. A “University of Rhode Island Athletics Department FY20XX-20XX Cellular Phone Stipend Request Form” (attachment 1) must be properly completed and approved by the Athletic Director prior to the entry of job data in the PeopleSoft system.
3. Original must be forwarded to Payroll, with copies to the Controller, Human Resources, Athletics and employee as soon as they are approved.
4. Cell phone stipends will be paid on a biweekly basis through the PeopleSoft system
5. Athletic employees with security to do so will enter job and contract data directly into the University’s PeopleSoft system:
 - Documentation on the HR PeopleSoft home page will assist with the creation of internal-contract jobs. The link to that documentation is [Contract Internal / Job Aid](#).
 - Job effective hire (rehire) date must be the first day of a biweekly payroll cycle. End date must be the day after the last day of a biweekly payroll cycle. (Contract end date is the last day of a cycle)
 - Job code is IC5203
 - Four digit department is the department that will incur the charge (default department level budget table)
 - Pay group will be “ICT”, and employee type will be “S”
 - The CEL salary plan will default into the salary plan page as grade 1 with the choice of three steps available based upon the cell phone policy:
 - Effective FY2009:
 - 1 - \$598 annual (1st Level \$23/pay period)
 - 2 - \$806 annual (2nd Level \$31/pay period)
 - 3 - \$1,118 annual (3rd Level \$43/pay period)
 - Annual rates will default into the compensation tab. An override of the annual contract rate (Level pay period amount X number of pay periods in job data) is required for appointment period of less than a year.
6. Budget transfers should be processed from operating line items to the 5203 personnel line item to prevent problems posting charges to the financial system.