

# PeopleSoft Payroll

## Cell Phone Stipend Procedures

### JOB CODE IC5203

University employees paid through the State of RI or the University PeopleSoft payroll systems, which are approved to receive a cell phone stipend, 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 cell phone usage.

Job code IC5203 has been established to pay personnel authorized to receive a biweekly cell phone stipend. The following procedures must be followed:

1. A "University of Rhode Island Cell Phone Stipend Request Form" must be properly completed and approved by the President, Provost or Vice President, prior to the entry of job data in the PeopleSoft system.
2. Original approved request form must be forwarded to URI Human Resources, with copies to the Controller, Payroll, home department (with proof of service) and the employee.
3. Cell phone stipends will be paid on a biweekly basis through the PeopleSoft system
4. Departmental 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 approved phone stipend.
      - Effective FY2009-FY2010:
        - 1 - \$598 annual (1<sup>st</sup> Level \$23/pay period)
        - 2 - \$806 annual (2<sup>nd</sup> Level \$31/pay period)
        - 3 - \$1,118 annual (3<sup>rd</sup> Level \$43/pay period)
    - The above rates for each level will default into the compensation tab. If an employee is hired after the 1<sup>st</sup> pay period, an override of the annual contract rate is required.
      - Example: employee hired to start pay period 10 and is approved for 1<sup>st</sup> level stipend: multiply the level pay period amount by the number of pay periods remaining the fiscal year to determine the contract rate: \$23 (1<sup>st</sup> level pay period rate) x 17 (remaining pay periods 26 - 9) = \$391 (annual contract amount).
5. Sufficient budget must be in account 5203 to prevent problems posting charges to the financial system.