University full-time state employees, who are approved to receive a cell phone stipend, are eligible to be paid on PeopleSoft Internal Payroll 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 “URI 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. Cell phone stipends will be paid on a biweekly basis through the PeopleSoft system.
3. Departmental employees with security will enter the job and contract data directly into the PeopleSoft system:
   - The Contract Internal / Job Aid is located on the HR PeopleSoft home page and will assist with the creation of internal-contract jobs.
     - Job effective hire (rehire) date must be the first day (Sunday) of a biweekly payroll cycle. End date must be the day after the last day (Sunday) of a biweekly payroll cycle. Contract end date is the last day of a cycle (Saturday) Internal Payroll Schedule.
     - *Rehire the stipend on the existing record number rather than creating a new one.
     - 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 admin plan field will default into the salary plan page as grade 1 with the choice of three steps available based upon the approved phone stipend.
       - 1st Level $23/pay period
       - 2nd Level $32/pay period
       - 3rd Level $42/pay period
     - Rates are subject to change.
     - The above rates for each level will default into the compensation tab. If an employee is hired after the 1st pay period, an override of the annual contract rate is required.
       - Example: employee hired to start pay period 10 and is approved for 1st level stipend. Multiply the level pay period amount by the number of pay periods remaining in the fiscal year to determine the contract rate: $23 x 17 = $391.
4. Sufficient budget must be in account 5203 to prevent problems posting charges to the financial system.

* When possible, please rehire on the same record #. To do this, once you add a row on the job data record, enter 1 in the sequence box, and then make the action ‘Rehire’. Continue as you normally would.