PeopleSoft Payroll
Cell Phone Stipend Procedures
JOB CODE IC5203

University full-time state employees, who are approved to receive a cell phone stipend, should be paid on Human Resources e-Campus Internal Payroll for this stipend.

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 HR e-Campus system.
2. Cell phone stipends will be paid on a biweekly basis through the HR e-Campus system.
3. Departmental employees with security will enter the job and contract data directly into the HR e-Campus system:
   - For Fiscal Year 2020, the job dates are as follows:
     o Job Data and appointment level budget dates:
       ▪ Hire/Active Date: 6/23/19 – Term/Inactive Date: 6/21/20
     o Contract Dates:
       ▪ Effective Date – top of contract panel page: 6/23/19
       ▪ Contract Begin Date: 6/23/19 - Contract End Date: 6/20/20
   - To enter the job into HR e-Campus, follow the Entering a Cell Phone Stipend Job Aid located in the HR Documentation Sakai site.
   - When possible, rehire on a previous cell phone stipend job record rather than creating a new record. To do this, follow the Renewing a Cell Phone Stipend Job Aid located in the HR Documentation Sakai.
   - If charging an account that is not the departmental default account, be sure to create an appointment level budget for this record. To do this, follow the Creating an Appointment Level Budget Job Aid located in the HR Documentation Sakai site.
   - Please note, beginning this fiscal year, cell phone stipends will not be processed retroactively. If entering after the beginning of the fiscal year, adjust the dates and contract amounts accordingly.
   - The university reserves the right to change the allowance amount based on changes in the market.
   - Sufficient budget must be in account 5203 to prevent problems posting charges to the financial system.