

Instructions for Completing the Personal Communication Stipend Form

Step 1: Supervisor evaluates need for employee to receive a cell phone stipend and determines the appropriate new cell phone stipend amount with the employee. The supervisor communicates to the employee that:

- Interaction with the campus network with mobile devices is still subject to policies governing actions by the Clemson University account holder.
- The employee must be able to provide a copy of the phone bill with the activated services upon request.
- The employee stipend will begin on the second payroll check of the month following approval and data entry.

Step 2: Employee completes the top 3 lines of the form, and signs the certification statement at the bottom of the gray area. If the employee will not be keeping the mobile phone number of record, then a replacement phone number must be supplied. The employee must supply an active phone number to qualify for the stipend.

Step 3: The Supervisor completes the gray section of the form, and signs and dates the form on the “Approved by: Manager/Supervisor” line at the bottom of the form. The Supervisor then sends the form, along with additional justification if necessary, to the appropriate Director, Dean, or VP for signature. **Signatures indicating approvals are required before the stipend can begin.**

Tier of Service: The tier of service to be requested should be based on the employee’s prior usage for business calls/purposes only. An estimate can be used in the absence of usage history, such as in the case of a new employee or change in job responsibility.

Justification: The supervisor must indicate the reason for the employee needing a stipend. If “Other reason” is selected, the Supervisor must provide an additional justification designating the circumstances warranting the stipend, and attach to the justification to the Personal Communication Stipend Form before sending to the appropriate Dean, Director, or VP to sign.

Step 4: The Dean, Director, or VP reviews the justification for the stipend. If the form is approved, the Dean, Director, or VP will sign and date the line “Approved by: Dean, Director, or VP” at the bottom of the form, and route the form to their budget center for entry into the payroll system.

Step 5: The Budget Center for the College or Division is responsible for entering the Personal Communication Stipend information into the payroll system as well as retaining the Stipend documentation in accordance with payroll documentation records retention policies.