Quick Reference for Faculty

If you have a faculty member who meets the criteria of the Staff Mobile Phone Policy and chooses to receive the $50 monthly stipend, follow these steps to create a recurring Additional Payment. *Please note that the Mobile Phone Request Form must already be approved before the Additional Payment can be created.*

1. Login to [ASPerIn](https://asperin.ats.fas.harvard.edu)

2. Click on *Actions > Appointment > Add’l Pay* > **RECURRING**

3. Enter the name or HUID of the Biweekly staff member for which you are creating the Add Pay action

4. Complete following fields on the Add’l Pay – Recurring screen:
   - **Earnings Start Date**
   - **Pay Period Amount** – $25.00
   - **Paid Biweekly Until Date** – please use 6/30/18
   - **Earnings code** – *MDS (Mobile Device Stipend) has been created for this action*
   - **Paying Department**
   - **Account coding** – Object code will prefill to 8510, Telephone & Telecommunications
   - **Comments** – Enter purpose of the Add Pay is for a Mobile Device Stipend

5. Press **Submit**

6. The Additional Pay action will be forwarded automatically to your FAS Human Resources Coordinator who will approve this action after receiving the approved Mobile Phone Request Form from Dean Kirwan’s office.

7. You may choose to print the screen for your records or take note of the Action Number to confirm the action later from the ‘In Process’ menu selection under ‘Process’.

8. Please contact your FAS Payroll Representative, [http://finance.fas.harvard.edu/pages/payroll](http://finance.fas.harvard.edu/pages/payroll) with any questions regarding the process.