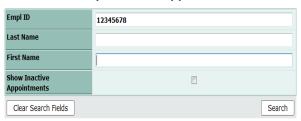# Create Additional Payment (Add Pay) for BYOP Stipend
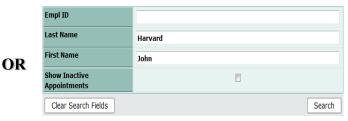
If you have a Biweekly staff member who meets the criteria of the **Staff Mobile Phone Policy** and chooses to receive the **$50** monthly stipend, follow these steps to create a recurring Additional Payment. *Please note that the Mobile Phone Request Form must already be **approved** before the Additional Payment can be created.*

1. Login into **AURORA** via **https://aurora.fas.harvard.edu/login**
2. Select **Create New Action** and click on **Additional Pay (Add Pay)**
3. Enter the **Name** or **HUID** of the Biweekly staff member and click on **Search.** Press **Select** on the appropriate employee for which you are creating the additional pay action

4. Complete following fields *in order* on the **New Action - Additional Pay** screen:
   - **Type of Payment –** *Recurring*
   - **Date Earned –** *Date of Approval*
     - **Estimated Effective Date** *field will be **greyed out** until the **Date Earned** field is completed*
   - **Earnings Code –** *MDS (Mobile Device Stipend) has been created for this action*
   - **Pay Period Amount –** *$50.00*
   - **Pay Until –** *Please use June 30th of current fiscal year*
     - **Estimated End Date** *field will be **greyed out** until the **Pay Until** field is completed*
   - **Reason**
   - **Processing Department**
   - **Costing –** *Object code will prefill to 8510 Telephone & Telecommunications*
     - **Add/Modify –** *Input or update the 29-digit billing code that will be used to process the expense*
   - **Action Comments –** *Enter purpose of the add pay for, "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. Track this action by navigating **Actions** and click on **View Actions.** It will appear under **My Pending Actions.**
8. Please contact your **FAS Payroll Representative**, with any questions regarding the process.