Create Additional Payment (Add Pay) for BYOP Stipend

Quick Reference for Staff

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 to – http://aurora.fas.harvard.edu
2. Navigate 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 on the add pay – Recurring screen:
   - Type of Payment – Recurring
   - Effective Date
   - Estimated End Date – Please use 6/30/18
   - Pay Period Amount – $25.00
   - Earnings code – MDS (Mobile Device Stipend) has been created for this action
   - Paying Department
   - Reason
   - Costing – Object code will prefill to 8510 Telephone & Telecommunications
   - Action 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. 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.

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