



## 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. \*BYOP commonly known as bring-your-own-phone.

**Before creating an Additional Payment in Aurora, this Mobile Phone Request Form must be approved by the FAS Administrative and Finance Dean's office. Please submit the form via email to [adminops@fas.harvard.edu](mailto:adminops@fas.harvard.edu)**

To enter an **Additional Pay**, you will need to take the following steps in Aurora:

1. Login into Aurora system via <https://aurora.fas.harvard.edu/login>
2. Hover over the **Create New Action** tab and select **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

The screenshot shows the Aurora HR system interface. At the top, there is a navigation bar with the Harvard University logo and 'AURORA HR' text. Below this is a menu with options: PEOPLE, CREATE NEW ACTION, ACTIONS, POSITIONS, DEPARTMENTS, COURSES, HELP, TOOLS. The 'CREATE NEW ACTION' menu is expanded, showing a list of actions including 'ADDITIONAL PAY', 'BATCH REAPPOINTMENT', 'BATCH RETURN FROM LEAVE', 'CONVERT TEMP/LHT', 'COSTING CHANGE', 'CORRECT ACTION', 'HIRE / TRANSFER / PROMOTION / DOWNGRADE', 'JOB DATA CHANGE', 'LEAVE - CHANGE', 'LEAVE - CREATE', 'LEAVE - RETURN/RESCIND', 'REAPPOINT', 'RECLASS', and 'TERMINATION / RETIREMENT'. On the left, the 'Person Search' section is visible, with fields for 'Empl ID:', 'Last Name starts with:', and 'First or Middle'. Below these fields is a 'Clear Search Fields' button. On the right, there is a 'Department:' dropdown menu and buttons for 'Export', 'Arrange List', and 'Search'. A table at the bottom left shows 'No data available in table'.

Search by Name

Search by HUID

The screenshot shows the 'Appointment Lookup - Additional Pay' form. The title is 'Appointment Lookup - Additional Pay' with a close button. Below the title is the subtitle 'Lookup Person / Appointment'. The form has four input fields: 'Empl ID' (empty), 'Last Name' (containing 'Harvard'), 'First Name' (containing 'John'), and 'Show Inactive Appointments' (checkbox). At the bottom, there is a 'Clear Search Fields' button and a 'Search' button.

The screenshot shows the 'Appointment Lookup - Additional Pay' form. The title is 'Appointment Lookup - Additional Pay' with a close button. Below the title is the subtitle 'Lookup Person / Appointment'. The form has four input fields: 'Empl ID' (containing '12345678'), 'Last Name' (empty), 'First Name' (empty), and 'Show Inactive Appointments' (checkbox). At the bottom, there is a 'Clear Search Fields' button and a 'Search' button.

4. Complete the following fields in order on the New Action - Additional Pay screen:

### Payment Information

Compensation Frequency	Biweekly (B)
Date Earned *†	03/01/2024
Earnings Code *†	Mobile Device Stipend (MDS)
Pay Period Amount *†	\$23.07 <input type="checkbox"/> Gross Up
Goal Amount	\$230.70
Pay Until	06/30/2024
Reason *†	
Processing Department *†	Harvard College Dean's Office

  

### Costing \*†

Earnings Code	Add
Mobile Device Stipend (MDS)	Add / Modify

  

### Attach Document

Note: Documents must be in PDF format Attach PDF

File name	Document Type
No documents attached	

  

### Action Comments

Mobile Device Stipend

Save As Draft
Submit
Cancel

- **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)
- **Pay Period Amount:** \$23.07 (to reflect the 26 pay periods)
- **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:** For example: Role requires staff member to be routinely available while in remote locations
- **Processing Department:** please indicate your department
- **Costing:** Costing: Object Code 8510 (Telephone & Telecommunications) is prefilled. Click "**Add/Modify**" to add your other chart string segments
- **Action Comments:** Enter "Mobile Device Stipend"

#### Edit Costing: Mobile Device Stipend (MDS)

Pay Period Amount: \$23.070000

Add Row

Tub	Org	Object	Fund	Activity	Sub-Activity	Root	%	Amount	Validate	Action
		8510					100.000	23.070000	Validate	

Cancel Save

5. Press **Submit**

6. The Additional Pay action will enter the Aurora Approval workflow upon submission. *\*Reminder: before creating an Additional Payment in Aurora, this Mobile Phone Request Form must be approved by the FAS Administrative and Finance Dean's Office. Please submit the Mobile Phone Request Form via email to [adminops@fas.harvard.edu](mailto:adminops@fas.harvard.edu)*

7. Recommended: Track this action by navigating **Actions** and click on **View Actions**. It will appear under **My Pending Actions**

8. For any questions regarding the process, please contact your [FAS Payroll Representative](https://finance.fas.harvard.edu/people/people-groups/payroll-services)