

## Staff Mobile Phone Policy – Appendix D

### Bring Your Own Phone Stipend Processing Instructions for Payroll Offices

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Bring Your Own Phone (BYOP) stipends should be processed via the Additional Pay Upload using the earnings code MDS (Mobile Device Stipends).

- The FY15 BYOP stipend amount is \$50 per month.
- The work instructions from the Additional Pay Upload can be found on Eureka: <http://eureka.harvard.edu/eureka/getDocument.cfm?id=833&sAppID=40>
- The payroll calendar which shows open and closing dates for each payroll can be found at the following link: <http://able.harvard.edu/hr-common/payroll-calendar.pdf>