



INSTRUCTIONS FOR SUBMITTING A REQUEST FOR CELL AND INTERNET STIPENDS USING DYNAMIC FORMS

This form may be used currently for the following:

- Cell stipend PAR creation and approval
- Internet stipend PAR creation and approval

PLEASE NOTE:

- You must have Banner Finance access and access to the fund and org you enter to process this PAR form.

ROUTING

For routing purposes, please select all roles REQUIRED to review and approve this PAR.

For each role, please provide the MUNet Username of the person that will participate in that role.

First name, last name and email address will prefill if the correct MUNet Username is entered. You must use MUNet username (ex. marco1) and CANNOT use a “vanity” (ex. firstname.lastname) username format.

If the employee receiving the stipend will need to sign a certification, select the “Employee Receiving Stipend” checkbox. The employee will receive a notification to accept the certification terms and sign the form.

In the second section, choose the appropriate VP to approve.

Click NEXT to move to the next screen. If you need to save your progress, click SAVE PROGRESS. To get back to it, go to MyMU.marshall.edu, click on Dynamic Forms, then go to My Forms > Pending/Draft Forms.

* = required field



PAR: Voice/Data and/or Internet Service Stipend

This page is to be completed only by the initiator of the PAR. Please click **Next** to continue to the next page.

For routing purposes, please select all roles required to review/approve this PAR.
For each required role, please provide the MUNet Username of the person that will participate in that role.

Please select all required approvers/reviewers:

If you are authorized to sign as the Supervisor/Manager/Chair, Business Manager, or Dean/Director, you can skip the selection of your own role. The signature you provide as the initiator of this PAR will satisfy the signature requirement for your role.

<u>Role / Participant</u>	<u>MUNet Username</u>	<u>First Name</u>	<u>Last Name</u>	<u>E-Mail Address</u>
<input type="checkbox"/> Employee Receiving Stipend				
<input type="checkbox"/> Supervisor / Manager / Chair				
<input type="checkbox"/> Business Mgr.				
<input type="checkbox"/> Dean / Director				
<input type="checkbox"/> VP Student Affairs				

Select which Senior Vice President should review and approve this PAR.

Please select one:

Sr. Vice President / Provost

* -- Please Select --

Save Progress

Next

EMPLOYEE INFORMATION

In the first section of the second page, the initiator will enter the MUID of the employee who will receive the stipend(s). The remaining employee's information will prefill.

Then, SELECT which stipend is being requested. You can select both. Additional sections will open for each selection.

*** = required field**



PAR: Voice/Data and/or Internet Service Stipend

Employee Information

MUID:

This field is required.

First Name:

Last Name:

Department:

Email:

Please select at least one:

- PAR for **Voice/Data Stipend**
- PAR for **Internet Stipend**

Previous

Save Progress

Next

Voice/Data Service and Broadband Internet Stipend Sections

SCROLL to the PAR sections (for both cell and internet if requested) and complete all Budget Account Fund, Org (Position autocompletes). Select from the Start and End Dates provided in their respective drop-down menus. Choose the Base Plan unless pre-approved by the VP.

Voice/Data Service Stipend		
Budget Account Fund: * -- Choose --	Org: * -- Choose --	Position: * PS
Default Fund:	Default Org:	Final POSN: (entered by Budget) * PS
Final Fund: (entered by Budget)	Final Org: (entered by Budget)	
Voice/Data Plan: * <input type="radio"/> MU Base Plan (\$55) <input type="radio"/> MUSOM Base Plan (\$50) <input type="radio"/> Other (write-in)	Service Start Date: * -- Choose --	Service End Date: * -- Choose --
<i>For your information:</i>		
Latest Year's Cell Stipend POSN:	Latest Year's Cell Stipend Amount:	

Broadband Internet Service Stipend		
Budget Account Fund: * -- Choose --	Org: * -- Choose --	Position: * US
Default Fund:	Default Org:	Final POSN: (entered by Budget) * US
Final Fund: (entered by Budget)	Final Org: (entered by Budget)	
Internet Plan: * <input type="radio"/> MU Base Plan (\$35) <input type="radio"/> MUSOM Base Plan (\$25) <input type="radio"/> Other (write-in)	Service Start Date: * -- Choose --	Service End Date: * -- Choose --
<i>For your information:</i>		
Latest Year's Cell Stipend POSN:	Latest Year's Cell Stipend Amount:	

If the Fund and Org are different from the Default Fund and Default Org, you will receive the following message. If you're sure you selected the correct Fund and Org, CHECK the checkbox to acknowledge and continue.

* **WARNING:** the fund & org you entered does not match the default fund and org for this position. Check this box to acknowledge the difference and continue with this form submission.

SCROLL to the Approvals section and find the Initiator box. CLICK the signature area and enter your first and last name to Sign Electronically.

SCROLL to the bottom of the page and CLICK "Next". Enter your first and last name to complete the signature, then CLICK Submit.

EMPLOYEE CERTIFICATION

IF the Employee Receiving Stipend was selected on the first page, the employee will receive an email notification. The employee should CLICK the link and go to the EMPLOYEE CERTIFICATION section. CHECK the boxes to certify and agree to all three conditions and enter additional information if requested. CLICK the signature area and enter your first and last name to Sign Electronically. SCROLL to the bottom of the form and click SUBMIT FORM.

Employee Certification	
To be completed by employee receiving stipend	
Cell Phone Number:	<input type="text"/>
Please provide justification for the cellular stipend requested:	<input type="text"/>
Please provide justification for the internet stipend requested:	<input type="text"/>
<input type="checkbox"/> I certify that the above stipend will be used toward expenses that I incur for Voice/Data and/or Internet Service usage for business purposes.	
<input type="checkbox"/> I certify that should the business usage significantly decline for a sustained period, that I would notify my supervisor in writing, as soon as practicable.	
<input type="checkbox"/> I understand that Marshall University is not responsible for the tax consequences of the stipend or business use of my personal Voice/Data and/or Internet devices.	
*	
_____ Employee	_____ Date
After signing, please scroll down and click Submit Form.	

SUPERVISOR/MANAGER/CHAIR/BUSINESS MGR/DEAN/DIRECTOR/VICE PRESIDENT SIGNATURES & SUBMISSION

Each person selected on the first page will have a section where they can sign for approval. The individual should CLICK the link in the email notification, navigate to the second page and SCROLL down to the Approvals section. Enter optional comments. CLICK the signature area and enter your first and last name to Sign Electronically.

Scroll to the bottom of the form and CLICK Submit Form.

If you deny this request or notice an error, please select RETURN FOR REVISION. When doing so, a drop-down field will be provided. Select the individual who will need to correct data on the form (likely the initiator) and write a note with what needs corrected and be sure to include your name.

Approvals	
Supervisor	
Printed Name:	<input type="text"/>
Comments (optional):	<input type="text"/>
.	
Supervisor	Date
After signing, please scroll down and click Submit Form . If you do not approve this request, please click Return for Revision .	
Vice President	
Printed Name:	<input type="text"/>
Comments (optional):	<input type="text"/>
.	
PARVPTestGroup or Proxy	Date
After signing, please scroll down and click Submit Form . If you do not approve this request, please click Return for Revision .	
Budget Office	
Printed Name:	<input type="text"/>
Comment (optional):	<input type="text"/>
.	
Budget Office	Date
After signing, please scroll down and click Submit Form .	
Payroll Office	
Printed Name:	<input type="text"/>
Comment (optional):	<input type="text"/>
.	
Payroll Office	Date
After signing, please scroll down and click Submit Form .	

SAVING INFORMATION AND COMPLETING SAVED FORMS

If you need to save your progress, click **SAVE PROGRESS**. To get back to it, go to [MyMU.marshall.edu](https://myMU.marshall.edu), click on **Dynamic Forms**, then go to **My Forms > Pending/Draft Forms**.

You may choose to **PRINT** the form after signing. (You will have the option to view and save/print a PDF version of the form after processing.)