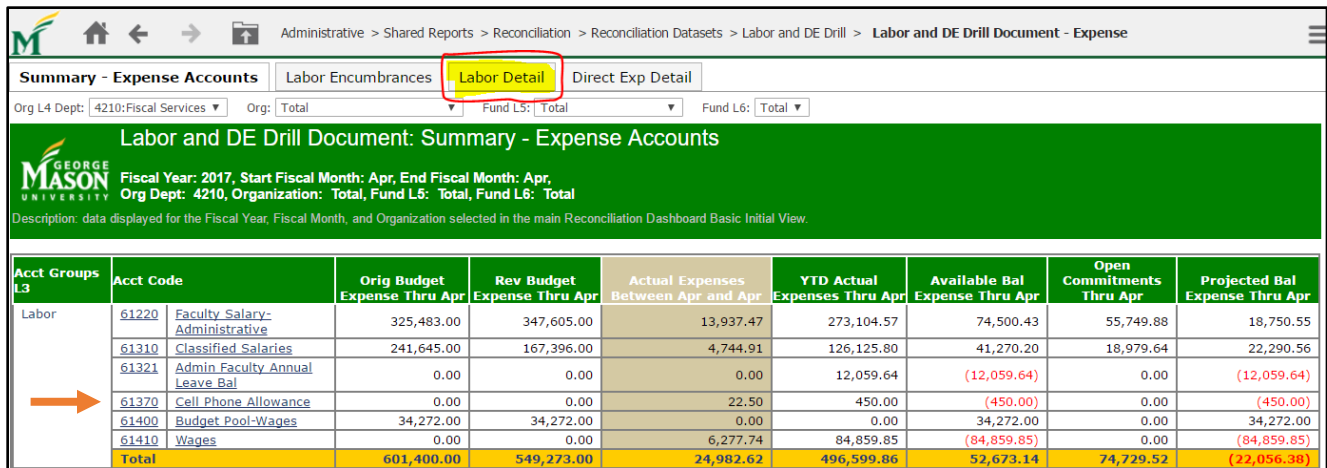


The Supervisor is responsible for conducting an annual review of continued need for all existing stipends for wireless communication devices annually and notifying Human Resources via email (hrdm@gmu.edu) if the stipend should be discontinued. Provide the employee’s name, G#, position and date service should be ended. The Supervisor should review the employee’s most recent monthly bill for the designated telephone number before approving the initial request and annually thereafter. Once reviewed the Supervisor should confirm the continued need by signing the salary reconciliation for the month/period ending June 30 of each year. The Department Head is responsible for ensuring that the Supervisor performs the annual review.

The following steps provide instructions on generating the salary reconciliation and locating the individuals who receive the stipend. The department reconciler may use these instructions to provide the Supervisor with a list of employee wireless communication device stipends. The reconciler should ensure that the salary reconciliation completed for the month/period ending June 30 or each year, includes the wireless communication device stipend listing signed and dated by the Supervisor.

Step-by-Step

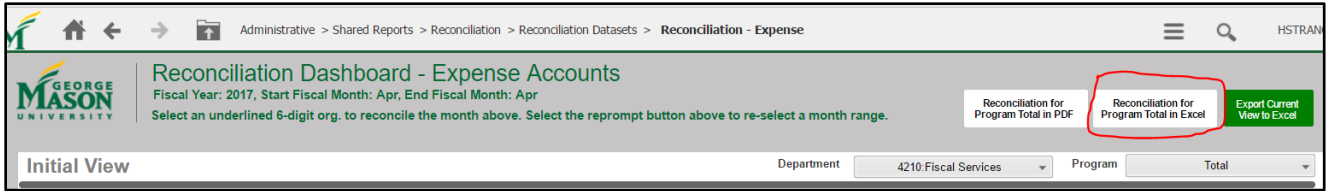
1. Login to microstrategy.gmu.edu.
2. Select the *Administrative* folder. Select *Shared Reports*. Select *Reconciliation*.
3. Select *Reconciliation Welcome Page* then *Reconciliation Expense* or *Reconciliation Revenue and Expense* (if the unit has revenue).
4. On the “Initial View” Dashboard click on the Organization number to open the “Labor and DE Drill Document”
5. Select the “Labor Detail” tab



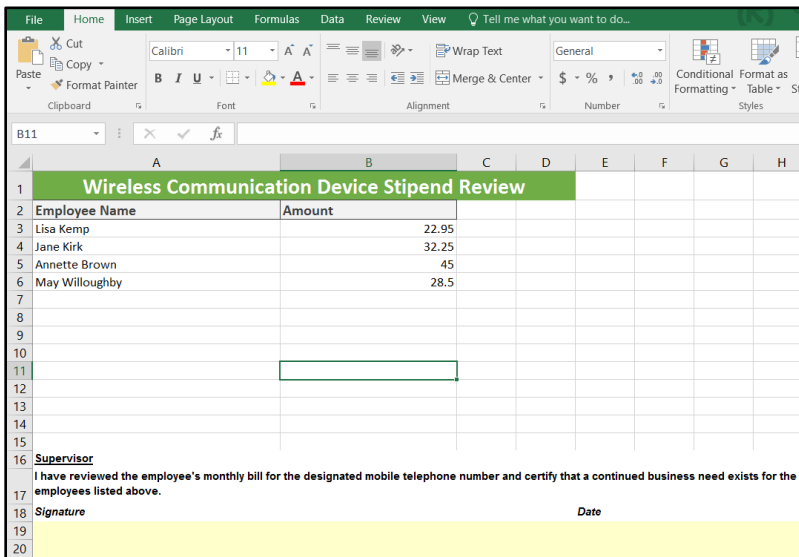
Acct Groups L3	Acct Code	Orig Budget Expense Thru Apr	Rev Budget Expense Thru Apr	Actual Expenses Between Apr and Apr	YTD Actual Expenses Thru Apr	Available Bal Expense Thru Apr	Open Commitments Thru Apr	Projected Bal Expense Thru Apr
Labor	61220 Faculty Salary-Administrative	325,483.00	347,605.00	13,937.47	273,104.57	74,500.43	55,749.88	18,750.55
	61310 Classified Salaries	241,645.00	167,396.00	4,744.91	126,125.80	41,270.20	18,979.64	22,290.56
	61321 Admin Faculty Annual Leave Bal	0.00	0.00	0.00	12,059.64	(12,059.64)	0.00	(12,059.64)
	61370 Cell Phone Allowance	0.00	0.00	22.50	450.00	(450.00)	0.00	(450.00)
	61400 Budget Pool-Wages	34,272.00	34,272.00	0.00	0.00	34,272.00	0.00	34,272.00
	61410 Wages	0.00	0.00	6,277.74	84,859.85	(84,859.85)	0.00	(84,859.85)
	Total	601,400.00	549,273.00	24,982.62	496,599.86	52,673.14	74,729.52	(22,056.38)

6. Locate Account Code **61370, Cell Phone Allowance**. Leave the tab open and return to the “Initial View” Dashboard tab.
7. From the “Initial View” Dashboard select the white box “Reconciliation for Program Total in Excel”

Wireless Device Stipend Review



8. Open the Excel Reconciliation, enable editing and create a new tab titled “Wireless Device Stipend Review.”
Note: A formatted Excel spreadsheet is available here: <https://fiscal.gmu.edu/wp-content/uploads/2017/05/Wireless-Device-Stipend-Review.xlsx>.
9. Return to the “Labor Detail” tab to view and then record the individual names and stipend on the spreadsheet. Provide the spreadsheet to the Supervisor to review and approve. Electronic approval is encouraged.



10. Save the signed and dated “Wireless Device Stipend Review” spreadsheet with the reconciliation for the month/period ending June 30 of each year.
11. If a stipend is no longer needed, the Supervisor should make a note on the spreadsheet and notify Human Resources to discontinue the stipend. The department reconciler should verify that the stipend has been discontinued on the following month/period reconciliation.

***A formatted Excel Spreadsheet is available for download here: <https://fiscal.gmu.edu/wp-content/uploads/2017/05/Wireless-Device-Stipend-Review.xlsx>**

Resources & Contact Information	
Human Resources & Payroll	PH: 703-993-2600, Email: hrdm@gmu.edu
Policies	http://universitypolicy.gmu.edu/policies/stipend-for-business-use-of-wireless-communication-devices/
Reconciliation Resources	https://fiscal.gmu.edu/controllers/reconciling/