

## **Electronic Device and Services Technology Allowance – Procedures Effective January 1, 2008**

Department heads are responsible for determining which staff positions have a business need for electronic devices and services to qualify for a Technology Allowance. Granting a technology allowance to an employee must be directly linked to the employee's job duties and responsibilities. These procedures are established under University policy V.4.2.

The following procedures apply to the Electronic Device and Services Technology Allowance:

1. The employee must demonstrate a business need for electronic device and service. The employee must read the *Electronic Device and Services Policy V.4.2* document and sign the agreement form.  
  
A University **business need** for having an electronic device or service may include:
  - the employee is responsible in emergency matters where they must be available 100% of the identified business period or,
  - the employee does not have access to a landline or other communication device when doing a substantial portion of his or her job (defined as 75% of the identified business period) or,
  - the use of other less expensive communication devices does not serve as a viable alternative to the business purpose or,
  - the employee's job effectiveness will show a significant increase through the use of a cell phone or electronic access/device.
2. The department head approves an allowance based on an estimate of the business usage required in the position per month. Note: an allowance must be based on business usage, not combined business and personal usage of the phone. The employee is responsible for payment of any costs that exceed an approved allowance.
3. The Business Office signs for the Comptroller and indicates the proper fund and cost center. Note: federally sponsored program funds are generally not appropriate for this expense.
4. The enrollment is repeated annually on a fiscal basis. Original, approved Electronic Device and Services Technology Allowance Agreements are sent to the Department Business Office. Disbursement of funds will occur along with the employees' regular pay following receipt of the enrollment form. Departments should maintain copies of agreement forms per document retention guidelines.
5. If an employee terminates his/her employment, or if the employee changes positions and no longer requires an electronic device or service as part of his/her job duties, the employee will remain responsible for the electronic device and service contracts in their name with the service provider. If the cancellation is not related to a personal decision, employee misconduct or misuse, the University may reimburse the employee for any contract termination fees.
6. Most cell phone contracts provide a basic device at no cost to the individual. If the employee's job duties require advanced device and service capabilities, such as a camera phone, email, calendar integration or other PDA functions, the employee's department may include an amount in the allowance calculation for equipment replacement. In general, departments should only pay for new or improved equipment every 24 months.

**Electronic Device and Services Technology Allowance Agreement  
For the period October 1 - September 30, 20\_\_**

\_\_\_\_\_  
Employee Name (Last, First, MI)

\_\_\_\_\_  
PUID

\_\_\_\_\_  
Department Name

\_\_\_\_\_  
Office Phone

\_\_\_\_\_  
Building

\_\_\_\_\_  
Employee E-MAIL Address

\_\_\_\_\_  
Supervisor Name (Last, First, MI)

\_\_\_\_\_  
Supervisor E-MAIL Address

**Electronic Device (Cell) Number: \_\_\_\_\_ (REQUIRED)**

Service Start Date (mm/dd/yy)\*: \_\_\_\_\_ End Date (mm/dd/yy): \_\_\_\_\_

Department Head Initials	Approved One-Time Equipment Allowance (less rebate)	Approved Annual Net Recurring Allowance*	Description of Electronic Device and Service (include type of electronic device and service, business need and est. business usage/month, and Blackberry PIN#)
	\$ _____ or <input type="checkbox"/> Transfer University Equipment	\$ _____ /yr or \$ _____ /mo Net Allowance for first or last month: \$ _____ /mo	

\* Annual net allowance is prorated across remaining fiscal year payperiods based upon Pay Area  
FY/AY= Annual net allowance/12 payperiods or BW=Annual net allowance /26 payperiods

I have read *Electronic Device and Services Policy V.4.2* and understand my responsibilities. As the employee, I understand these allowances are considered taxable compensation subject to required tax withholdings and are **NOT** part of my base salary.

This agreement supersedes previously executed agreements.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Dean/Vice President Date

\_\_\_\_\_  
Comptroller/SPS Date

Original: Shared Service Center/FREH  
Form Copy: Department Business Office For pay questions: Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
IT Telecommunications/TEL (Fax: 49534)  
\_\_\_\_\_ Unit providing information technology support (If ITaP DCS, Fax: 61484)

For Business Use Only		
PAY AREA (select one)	<input type="checkbox"/> FY	<input type="checkbox"/> AY <input type="checkbox"/> BW
Personnel #	_____	
Accounting Distribution:	_____	
COST CENTER	FUND	
<b>530105</b>	_____	
GL ACCOUNT	ORDER	
_____	_____	