Cell Phone Allowance Authorization Form

How to submit a new request

**NOTE:** You need to scan and save a copy of your bill and any equipment receipts before you start this request.

1) Log into “myWings”.

2) Under the Staff tab in the My Applications channel click on “Employee Online Forms”.

3) Under the Payroll office in the “Fringe Benefits” section click on the link Cell Phone Allowance Authorization Form to open/start a new request.
4) Enter the Employee ID for the person you are requesting the allowance for and click **Submit**.

➢ Use the Drop down which is listed in Alphabetical Order (Last Name, First Name) or you can click on the magnifying glass to perform a search
   i. **NOTE:** How to use the Search feature
      1. Click on the magnifying glass
      2. Enter the first part of the last name and Click Search

3. Use the scroll bar if needed and Click on the person name you want to select

4. This will populate this person’s name into the selection box and display a “Submit” button.

5) The employee position information will populate with their primary job. If the employee is in multiple positions you can select another position from the drop down.
6) Enter the Supervisor’s ID (N#) or use the search icon to find the supervisor’s ID and click **Next**.

7) The Supervisor’s Name will appear next to the ID field.

8) Select the type of request you want (New, Update, and Termination) then click **Next**.

9) For New and Update request types you will be asked to provide the cell phone number.
10) Select the phone plan type and click **Next**.
   - Cell phone with Data and Text
   - Cell Phone with Text

![Benefit Information](image1)

11) Upload a copy of the invoice/bill for the employee’s cell phone.
   - **NOTE:** The Amount of the allowance will appear based on the plan type selected.

![Benefit Information](image2)

12) If this is a temporary allowance for a specific time period then enter in the start and end dates otherwise leave blank.
   - **NOTE:** for terminations you will need to provide the end date for when the benefit should be stopped.

![Benefit Time frame](image3)

13) Select if you are also paying for equipment
   - **NOTE:** This can only be done every two years and is limited to a max of $240.00
   - The last time an equipment allowance was paid to the employee will show up at the top of this section.

![Associated Services and/or Equipment Purchased](image4)
14) If you select “Yes” for you are paying for the employee’s equipment then you will need to provide the amount and upload a copy of the invoice/bill showing the amount of the equipment.

15) Enter in a brief justification for the cell phone allowance in the text area for Justification.

16) Select the supervisor or director that will approve this allowance form the drop down and click Submit.

   (In alphabetic order by last name)

   ➢ NOTE: you can use the search icon (🔍) to find the person you are looking for.

17) You will see a confirmation page letting you know that your request has been submitted.

   NOTE: You can go to “Online Form Approvals” at any point to see the status of your request. This is the link that appears on the confirmation page.
How to view the status of your Request

1) You can see the status of your request by clicking on Online Form Approvals in your “myWings” under the Staff Tab in the My Applications channel.

2) Under the Pending Request(s): you can see any requests that you submitted that have not completed the approval process. For individual approvals (i.e. Director, AVP, VP) you can hover your mouse over it to see who that person is.

   ➢ **NOTE:** The default view is to show you requests that are still pending (Need Action). To see old requests that have been approved/denied, change the Request Status to “Show All”.
Workflow Process Diagram

Requester Submits the Request

Supervisor/Director Approves/Denies the Request
- Approve
  - Vice President Approves/Denies the Request
    - Approve
      - HR Payroll Admin Group Approves the Request
        - Approve
          - HR Payroll Admin Group Enters the allowance amount into the payroll system
        - Deny
          - No Cell Phone Allowance Provided
            - Request Workflow Ends