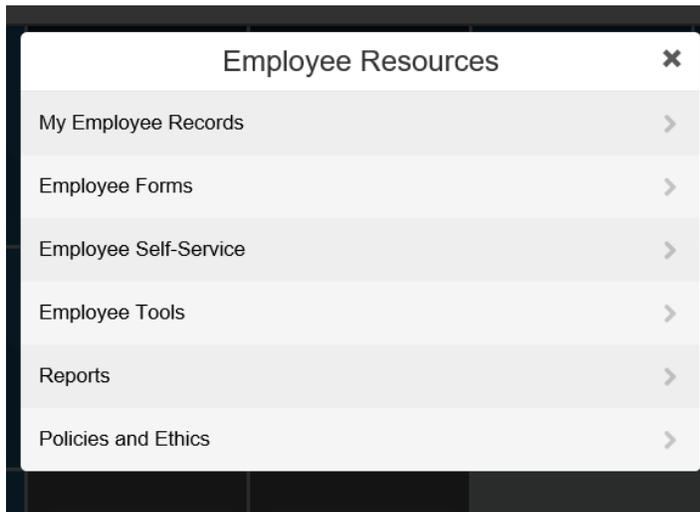# Cell Phone Allowance Authorization Form

## How to submit a new request
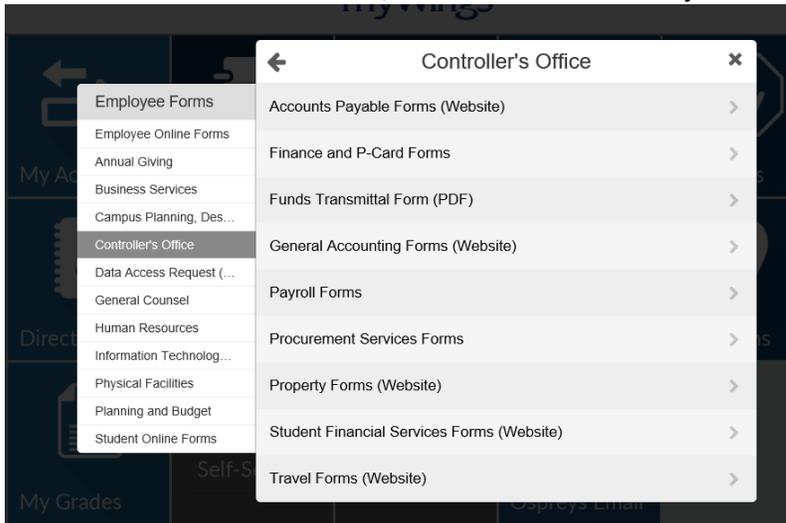
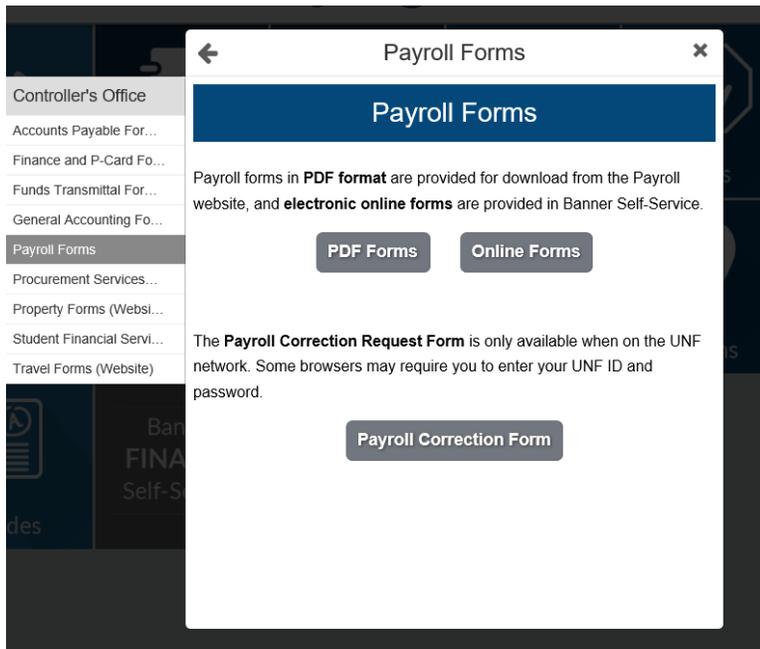1) Log into myWings.
2) Click on **Employee Resources.**
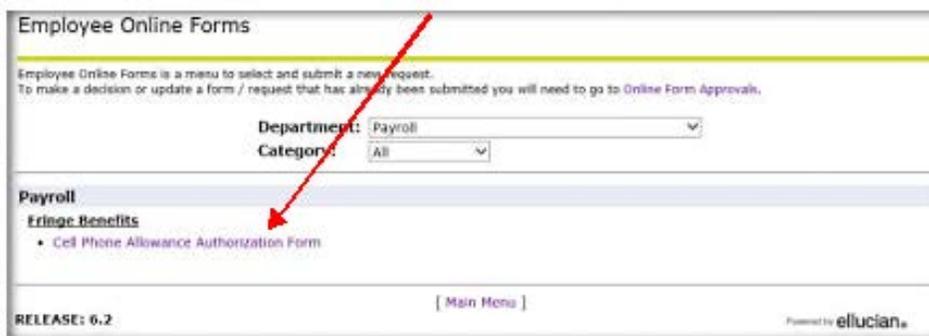


3) Click on **Employee Forms**.

4) Click on **Controller's Office;** and then click on **Payroll forms.**



5) Click on **Online Forms**.



6) Under the **Payroll,** in the "Fringe Benefits" section, click on the link **Cell Phone Allowance Authorization Form** to open/start a new request.

7) Enter the Employee ID for the person you are requesting the allowance for and click **Next**.



> ➢ 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. 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.

8) 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.



9) Enter the Supervisor's ID (N#) or use the search icon to find the supervisor's ID and click **Next.**



10) The Supervisor's Name will appear next to the ID field.



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

12) For New and Update request types you will be asked to provide the cell phone number.

**Benefit Information**

**IMPORTANT:** A cell phone invoice or bill must be attached to this form for new or update allowance request.
Cell phone allowances have been grossed up and will be paid on a biweekly basis.

Request Type: New

Cell Phone Number: [            ] *

13) Select the phone plan type and click **Next**.
   ➢ Cell phone with Data and Text.
   ➢ Cell Phone with Text.

**Benefit Information**

**IMPORTANT:** A cell phone invoice or bill must be attached to this form for new or update allowance request.
Cell phone allowances have been grossed up and will be paid on a biweekly basis.

Request Type: New

Cell Phone Number: 904-111-1111 *

Cell Phone Plan: None
                 Cell Phone with Data and Text    * Next
                 Cell Phone with Text

14) 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**

**IMPORTANT:** A cell phone invoice or bill must be attached to this form for new or update allowance request.
Cell phone allowances have been grossed up and will be paid on a biweekly basis.

Request Type: New

Cell Phone Number: 904-111-1111 *

Cell Phone Plan: Cell Phone with Data and Text

The monthly allowance amount is based on the type of plan.

- $50.00 for Text only
- $90.00 for Text and Data

Monthly Amount: $90.00

Copy of Bill/Invoice: (Files Allowed: PDF, Word, Text, RTF, JPEG, TIFF, PNG, and Excel.)
Select Document and Click Upload:

File to upload: [            ] Browse...    Upload  * Document Required.

15) 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**

NOTE: If no dates are provided:
 - The start date is assumed to be the beginning of the pay period in which this form was received by the HR Office.
 - The end date will be the last day of pay period 13. The allowance must be renewed thorugh the cell phone recertification process.

Start Date: [        ]    End Date: [        ]

16) 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
17) The last time an equipment allowance was paid to the employee will show up at the top of this section. 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.

**Associated Services and/or Equipment Purchased**

IMPORTANT: A receipt must be attached for reimbursement of equipment purchase.
An allowance will be paid on the purchase of a wireless communication device and is limited up to $240.00 per every two (2) years.

Last paycheck where an equipment payment was received: 01/23/2015
Are you requesting payment for any associated Equipment: [Yes ▾] 🔧

Amount of Equipment Purchased: [                    ] *

Equipment Receipt: (Files Allowed: PDF, Word, Text, RTF, JPEG, TIFF, PNG, and Excel.)
**Select Document and Click Upload:**

File to upload: [                    ] [Browse...]    [Upload]   * Document Required.

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

**Justification**

Due to the nature of this persons job the UNF must have a means to contact this person via email or phone at any time. *

19) 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.

**Select Action/Reason if requested. Then click the "Submit" Button.**

Send To: Supervisor/Director
[Hufford, Keith R (Associate Director) ▾] 🔍 🔧
[Submit]   Submit your request.

20) 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.
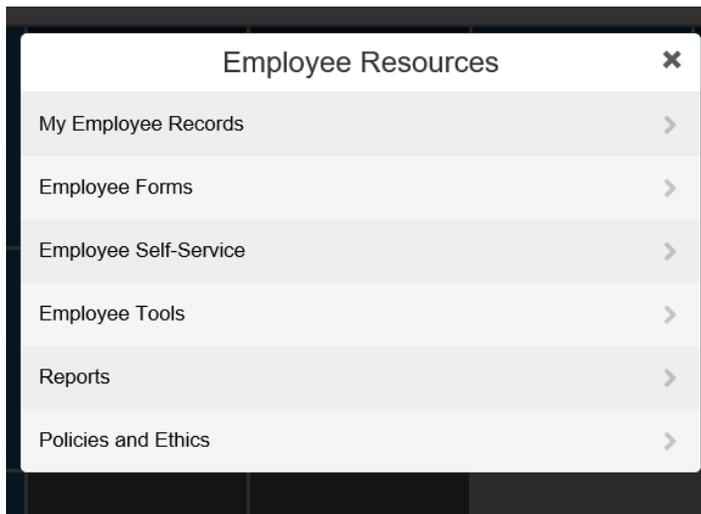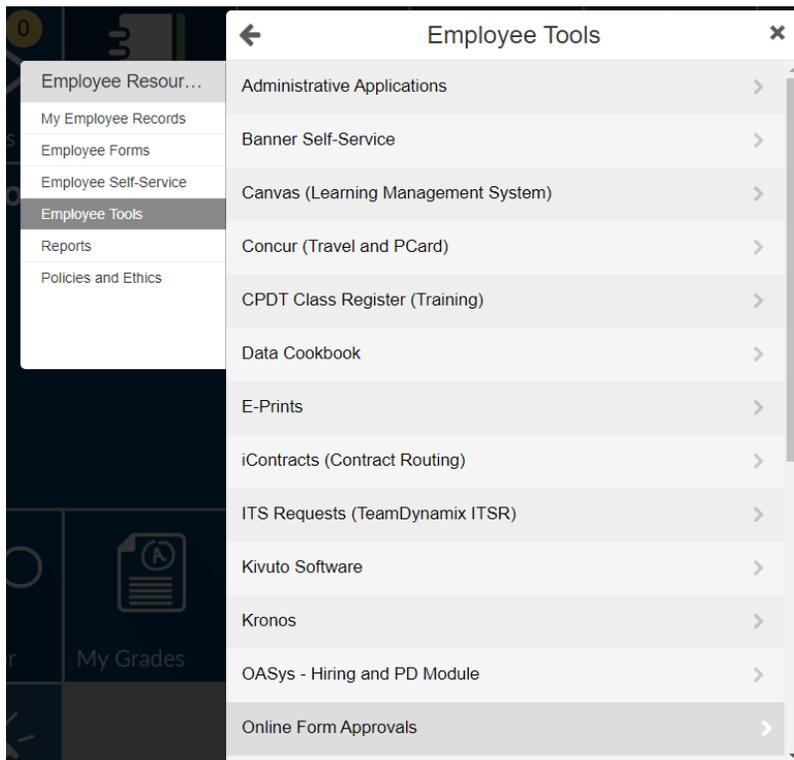


➢
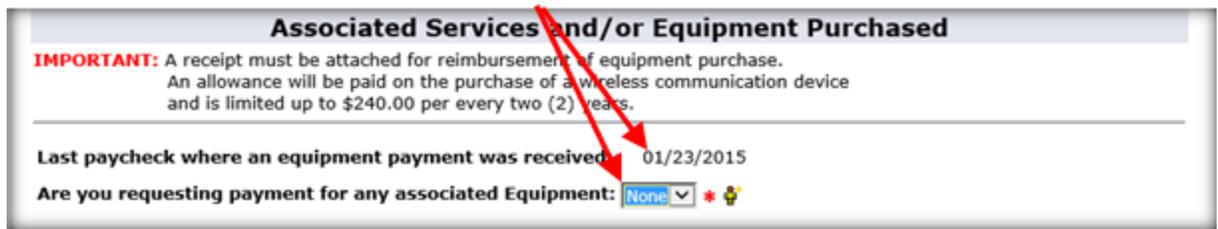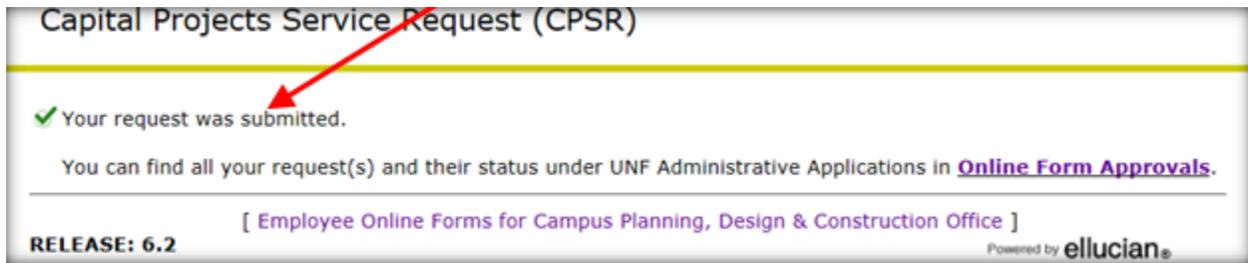

## How to view the status of your Request

1) You can see the status of your request by clicking on **Employee Resources.**

2) Click on **Employee Tools**.



3) Click on **Online Form Approvals.**

4) 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

1) Requestor submits the request.
2) Supervisor/Director:
   a. Denies the request: Request workflow ends - No cellphone allowance.
   b. Approves the request:
      i.     Vice President either approves or denies the request. If approved:
      ii.    HR Payroll Admin Group either approves or denies the request. If approved:
      iii.   HR Payroll Admin Group enters the allowance amount into the payroll system.