

**The University of North Carolina at Greensboro  
Employee Mobile Communications Device (MCD) Allowance Earnings, Code 982  
AUTHORIZATION FORM**

This form must be completed in entirety by the department to authorize an employee's participation with a request to begin, renew, change, or end the plan allowance. The completed form must be remitted to the appropriate Human Resources Office prior to the cutoff for the specific pay-period intended as identified at [http://banner.uncg.edu/hr/Dates\\_Deadlines/](http://banner.uncg.edu/hr/Dates_Deadlines/).

**Banner ID #:** \_\_\_\_\_ **Employee Name:** \_\_\_\_\_

**Primary Position #:** \_\_\_\_\_ **Suffix #:** \_\_\_\_\_ **NBAJOBS Eclass:** \_\_\_\_\_ **Home Department Org. #:** \_\_\_\_\_

**Type of Action (Check One)**

**Begin Plan**       **Renew Plan**       **Change Plan**       **Terminate Plan\*, but not employment**

**MCD Allowance Coverage Period**

Effective Pay *Begin* Date (mm/dd/yyyy): \_\_\_\_\_ Effective Pay *Term* Date (mm/dd/yyyy): \_\_\_\_\_

\*If **Termination of Plan**, State Last Pay Date for MCD Allowance Earnings (mm/dd/yyyy): \_\_\_\_\_

\*Note: If the job assignment is not for the entire month, the MCD Allowance Plan will automatically be pro-rated.

Employee Cellular Account Information			
Mobile Device Telephone Number (w/Area Code):			
Cellular Phone Account Number w/Service Carrier:			
Cellular Phone Contract Service Start Date:		Cellular Phone Contract Service End Date:	
MCD Allowance Earnings, Code 982 Mobile Device Allowance Type (Check One)			
<input type="checkbox"/> Voice Only (\$20 per month)		<input type="checkbox"/> Voice and Data (\$40 per month)	
<b>Justification:</b>			

**Employee Certification:**

I certify that the above allowance will be used toward expenses that I incur for Mobile Communication Voice and/or Data service usage for business purposes. I further certify that should business usage significantly decline I will notify my supervisor in writing as soon as practicable. I understand that this allowance qualifies as a non-taxable working condition fringe. I further understand that the state is not responsible for the interoperability of my equipment with state resources and I am personally responsible for all expenses that I incur or commit to with the Mobile Communication Voice and/or Data service provider. I recognize that my personal mobile communications device records could be subject to the North Carolina public records law.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Certification:**

I certify that I have reviewed appropriate documentation that proves the actual expense being incurred by the employee is equal to or greater than the MCD Allowance. I concur with the employee's certification and approve the MCD Allowance for the employee.

Supervisor Signature	Printed Name	Date
Department Head (or Designee) Signature	Printed Name	Date

*Forward the completed form to the UNCG Human Resources Office at [HRUPS@uncg.edu](mailto:HRUPS@uncg.edu) prior to or no later than the established monthly personnel actions deadline date.*

## Important Reminders for Managing the MCD Allowance

- **The maximum request period for the MCD allowance is one year.** The MCD allowance termination date cannot exceed December 31<sup>st</sup> of the calendar year in which the benefit is requested.
- **Termination refunds are not permissible.**
- **The MCD allowance is not subject to retroactive adjustments for pay.**
- **The MCD allowance is not an automatic transfer to a new position.** This form only applies to the named employee, primary position and suffix for the stated time period. If the named employee *changes to a new position*, **the employing department must complete and submit a new form to the appropriate HR office** to support the employee's continued receipt of this benefit. This is not an automatic benefit under the new position and suffix.
- **The supervisor of the named employee must ensure to receive a copy of the employee's cellular phone bill each year and must receive before** submission of a new form to continue the MCD allowance.