

Cellular Phone Allowance Form Instructions

NOTE: In these instructions, “allowance” means monthly cellular phone allowance, and “phone” means cellular phone.

At the top of the form, check “**New Allowance**” or “**Discontinue Allowance**” (this form is used for both initial allowance requests and for discontinuing allowances that are no longer needed).

SECTION 1:

Complete requested Employee/Department information noting the following:

Employee ID is the 10 digit Employee ID of the person who will be using the phone. Do not use the employee’s ABC123 or Banner ID.

Job Title and **Position #** are the UTShare/PeopleSoft position for the employee.

Cellular Phone # is the cellular phone number that relates to the allowance.

SECTION 2:

Monthly Allowance: Check “**\$75.00**” if the phone is owned by the employee, and “**\$65.00**” if the phone is owned by UTSA.

For UTSA-owned phones:

- If the cost is \$500 or more, ensure that the phone is tagged by the Inventory Department
- If the cost is less than \$500, ensure that the phone is listed in Insight as a Non-Inventoried Asset (no tag required)

Department ID, Fund and Cost Center/Project ID: Source of funds for the allowance.

Project End Date: Enter project end date if the allowance is grant funded. Otherwise, leave blank.

Payroll Direct Deposit is required for the allowance. If the answer is “No” the employee can use the link provided to set up Direct Deposit.

SECTION 3:

Department Manager’s **justification** for the allowance. Check all applicable boxes.

SECTION 4:

Use this section to request discontinuation of an allowance, or to indicate the end date if it is known when the allowance is initially requested (such as the grant end date if the allowance is funded by a grant).

If the **Allowance End Date** is unknown when the allowance is requested, leave this section blank.

If there is no longer a business need for an allowance, it is the Department Manager’s responsibility to complete a new form indicating the **Allowance End Date**, obtain the required approvals, and attach the form to a new eForm.

SECTION 5:

Certification: The employee should be certain that he/she has read and understands the certification and HOP 9.49 before signing.

Approvals: Obtain all required approvals. Research Service Center (**RSC**) approval is only required for grant-funded allowances.

After completing and approving the Allowance form:

1. Attach the Allowance form to an Additional Pay eForm.
2. Approve and submit the eForm (with attached Allowance form) to Payroll Services.
3. Provide a copy of the Allowance form to the employee.

All forms must be received by Payroll Services prior to the 15th day of the month for the allowance to be included in the payroll for the next month. Allowances are not processed retroactively.