



# Finance & Administration Division, Controller's Office Wireless Communication Device Allowance Request Form

## 1. Eligibility

Per the F&A wireless communication device policy (WCD), employees must meet at least one of the criteria below to receive an allowance for the use of a WCD. Refer to the Discretionary Spending Policy for details:

<https://www.rit.edu/fa/controller/payable/discretionary.html>

### Eligibility Criteria (check all that apply):

The essential functions of my position,

Are performed away from an RIT desk phone for the majority of the workday; and requires regular and immediate coordination with supervisors, contractors, dispatchers, and/or customers.

Require immediate contact for essential operational decisions or restoration of operationally-critical facilities, infrastructure, or services.

Are performed during regularly scheduled off-hours/on-call activities; and requires immediate contact for essential management decisions and/or support of operationally-critical systems.

If you meet one of the eligibility criteria above, move on to **Section 2** below.

Otherwise, – **STOP!** – Since a WCD is not required for you to perform the essential functions of your position, per the F&A WCD policy, and you are not eligible for University funding to defray the cost of wireless communication device services.

## 2. Payroll Allowance

A monthly payroll allowance is provided based on the service plan required to perform the essential functions of an employee's position. Complete the **information below** and continue to **Section 3**. Note: Allowances are paid from July 1 – June 30; a new allowance form must be completed prior to the beginning of each fiscal year.

		<i>Exempt, Semi-Monthly</i>				
<i>PRINTED Employee Name</i>	<i>Employee ID#</i>	<i>Non-Exempt, Bi-Monthly</i>				
\$ _____ <i>Voice/Text only</i> <small>(up to \$20)</small>	\$ _____ <i>Voice/Text/Data</i> <small>(up to \$40)</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 20px;"></td> <td style="width: 50%; height: 20px;"></td> </tr> <tr> <td style="text-align: center;"><i>Start Date</i></td> <td style="text-align: center;"><i>End Date</i></td> </tr> </table>			<i>Start Date</i>	<i>End Date</i>
<i>Start Date</i>	<i>End Date</i>					
	01. _____, 71020 _____, 00000.00000					
<i>Department Name</i>	<i>GL account #</i>					

## 3. Certification and Approval:

❖ I understand the allowance is provided as a taxable payment to defray the cost of my current service plan used to conduct RIT business. I agree to adhere to RIT's ISO standards for wireless devices. I will inform my supervisor and the Payroll Office promptly, in writing, if I discontinue my current service plan prior to the end date noted.

❖ I certify a WCD is required as an integral part of performing the essential functions of the position for the employee listed above, and the employee's position meets the eligibility criteria.

<i>Employee Signature</i>	<i>Date</i>

<i>Supervisor Signature</i>	<i>Date</i>

<i>Assistant Vice President Name</i>	<i>Signature</i>	<i>Date</i>

Wireless Communication Devices (WCD) include cellular phones, data cards, smart phones, air cards or other telecommunication devices that have voice and or data capabilities with a monthly service fee. You must complete a separate form for multiple allowance requests associated with more than one WCD.

**Submit completed form to the Payroll Office, Eastman Hall, 1<sup>st</sup> floor.**

**If you have any questions or concerns, please contact Christa Abugasea at [ceapay@rit.edu](mailto:ceapay@rit.edu) or 475-2418.**