UND Mobile Device and Technology Allowance Instructions

**FORM**

**EMPLOYEE**

**FORM COMPLETION**

1. Click on the link to the Mobile Device and Technology Device Request form
2. Enter login credentials
3. Click **Submit**

4. Complete the form
   a. **Section 1-Requester Information**
      i. The requester information will auto-populate
      ii. Enter Title
      iii. Select Department from drop-down
      iv. Select the appropriate Fiscal Year relating to your request (current or future)
   b. **Section 2-Business Purpose/Justification**
      i. Select the business purpose for the request (check all that apply)
   c. **Section 3-Request**
      i. Select No or Yes if this request is a renewal request from the previous year
      ii. Select type of request
         a. Mobile Device
         b. Technology Allowance
      i. Attach completed Additional/Reduce Pay form (MUST be in PDF format) – Form can be found on the Forms page of Human Resources and Payroll Services site.
   d. **Section 4-Employee Terms and Conditions Review**
      i. Review the UND Cell Phones and Other Mobile Devices Policy
      ii. Check the box to indicate you’ve read and agree to comply
      iii. Enter your supervisor’s email address
      iv. Click the **Sign** button to sign the form (you will be asked to enter your login credentials; your signature will populate)
      v. Click the **Send to Supervisor** button to send the form to your supervisor for approval (you will be asked to enter your login credentials)

**EMAIL CORRESPONDENCE**

1. The employee will be emailed a submission confirmation noting the request has been submitted to your supervisor for review.
2. Once the supervisor makes a decision, you will be sent an email noting your supervisor’s decision.
3. If approved by your supervisor, your request will be sent to the CIO for final approval; you will be sent an email noting the CIO’s decision.
**SUPERVISOR**

**REVIEW REQUEST**

1. When an employee submits a University-Owned Mobile Device or Technology Allowance Request:
   a. The supervisor will be emailed notice of the request and a link to the form for review
      i. Click on the link within the email to access the form

2. Enter login credentials
3. Click Submit

4. **Section 3-Request**
   a. Review the employee’s Additional/Reduce Pay form to ensure it is completed fully and correctly
      i. Click on the **Attach Completed Additional/Reduce Pay Form** button
      ii. Click on the download icon
      iii. Follow the prompts displayed by your browser to open the attachment
          a. If the Additional/Reduce Pay Form is incorrect, a corrected version can be attached using the Attachments window
          iv. Once review is complete, close any open Additional/Reduce Pay Forms and the Attachments window

5. **Section 5-Review**
   a. Click the arrow on the **Supervisor Decision** dropdown list
      i. An additional dropdown selection box will appear
      ii. Click on dropdown arrow and select decision **(APPROVED or DENIED)**
      iii. Click **OK** to close the box
        a. If **Denied**, please enter **Reason**
           **DENIED**
   b. Click the **Sign** button within the supervisor row
c. Enter login credentials
   i. **Supervisor Signature** and **Date** will automatically populate

d. Click the **Submit** button within the supervisor row

**EMAIL CORRESPONDENCE**
1. You and the employee who made the request will be emailed a submission confirmation noting the supervisor decision. If you, the supervisor, ‘Approve’ the request, the CIO will receive an email to review the request. If request is denied, email correspondence will be sent to the requester; the CIO will not receive any notification.
2. Once the CIO makes a decision, you and the employee will be sent an email noting the decision.