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. University-owned Mobile Device/Service
         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-Supervisor Information
      i. Enter the email address of your supervisor
      ii. Click the Lookup Supervisor button
         a. If the supervisor credentials are located, the Supervisor Name and Supervisor Dept. fields will populate on the form
         b. If the supervisor credentials are not located, the Supervisor Name and Supervisor Dept. fields will not populate; please review the email address entered for the supervisor and enter the correct email address and click the Lookup Supervisor button again
   e. Section 5-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
         a. You will be prompted to enter your credentials which will sign the form
         b. Click the Send to Supervisor button to submit the form to your supervisor

EMAIL CORRESPONDENCE
1. The employee will be emailed a submission confirmation noting the request has been submitted to the supervisor for review.
2. Once the supervisor makes a decision, the employee will be sent an email noting the supervisor’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 6-Supervisor 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)
   b. Click OK to close the box
   c. Enter login credentials
      i. Supervisor Signature and Date will automatically populate
      a. If Denied, please enter Reason

6. 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.