Cellular Telephone Allowance Payments

NOTE: The website URL for Workday reference guides that are referenced in this section is: https://confluence.esg.wsu.edu/display/WKB/Workday

OVERVIEW
Payments to a WSU employee for approved cellular telephone allowances may include a one-time-only device allowance and monthly service plan allowances.

The amounts of such payments are established in the Mobile Communications Services Agreement between the employee and the department. See BPPM 85.45 for cellular telephone policy and agreement procedures.

Service plan allowances are established on a monthly basis in the Mobile Communications Services Agreement. However, service plan allowances are paid on a semi-monthly basis at one-half of the agreed monthly allowance rate.

ESTABLISHING, CHANGING, AND AUTHORIZING PAYMENTS
Departments use Workday to establish, change, and authorize cellular telephone allowance payments through the Request Compensation Change business process. See the Workday Request Comp Change reference guide.

PROCEDURES
Create Allowance
The department uses Workday to assign either the Non-Faculty Cell Phone Allowance or the Faculty Cell Phone Allowance plan.

For monthly service plan allowances, enter the begin and end dates for the allowance as specified in the Mobile Communications Services Agreement when assigning the allowance in the Request Compensation Change business process.

Refer to the Workday Request Comp Change reference guide to add and maintain cellular telephone allowance.

One Time Payment
For one-time device allowances, pay using the Cell Phone Hardware plan through the One-Time Payment business process. See the Workday Request One-Time Payment reference guide.

Authorize Payment
Creation of an allowance in Workday directs Payroll Services to include the allowance in Workday. The department authorizes payment in Workday.
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Authorize Payment (cont.)

The department uses Workday to authorize the payment of cellular telephone allowances for each pay period (see the Workday Request Comp Change reference guide).

NOTE: There is no University requirement that the compensation for an employee receiving cellular telephone allowances be reported on a time entry calendar or other similar document. Authorization for the allowances is documented in the Mobile Communications Services Agreement.

Earnings Types

Three earnings types have been added to the payroll system to reflect cellular phone allowance payments. The earnings types are:

• CPA: Cell Phone Allowance (subject to social security and medicare)
• CPN: Cell Phone Allowance (not subject to social security and medicare)
• CPF: Cell Phone Allowance (not subject to social security; subject to federal medicare)

This earnings type is used for employees on federal retirement.

Spend Category

The spend category SC00014 is used for cellular telephone allowance payments.

Leave Without Pay (LWOP)

The department does not pay the employee an allowance during periods of leave without pay (LWOP).

If the employee is on LWOP for part of a pay period, the department pays the allowance on a prorated basis. Prorated allowances are done in the Request Compensation Change business process. See the Workday Request Compensation Change reference guide.

Verifying Payments

Prior to each payday, departments are to verify that any cellular telephone payments listed in Workday correspond to approved Mobile Communications Services Agreements.

The department reviewer should monitor the cellular telephone payment beginning and ending dates.

Changing Allowances

To change an allowance use the Request Compensation Change Pay Business Process and the allowance reason of “Adjust Amount/Percent” to the new amount.
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**Changing Allowances (cont.)**  The department must also immediately process a revised Mobile Communications Services Agreement (see BPPM 85.45).

**Ending Existing Allowance**  To end an existing allowance, use the Request Compensation Change Pay business process and the allowance reason of “Removal” and enter the end date into the Actual End Date field under Additional Details.

Enter the end date of the existing allowance in accordance with the revised Mobile Communications Services Agreement.

**Adding New Allowance**  To add a new allowance use the Request Compensation Change Pay business process and the allowance reason “Addition” end dates (if applicable) can be added either as Expected End Date or Actual End Dates under the Additional Details.

Enter the beginning and end dates of the new allowance in accordance with the revised Mobile Communications Services Agreement.

**Authorizing New Payment Amount**  The department follows the procedures under Authorize Payment to authorize payment of the monthly allowance at the new monthly rate.