Cellular Telephone Allowance Payments

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 AND CHANGING PAYMENTS
(in TEMPS)

Departments are to use the online Temporary Employment System (TEMPS) to establish and change cellular telephone allowance payments.

Approval and Training

To access, enter, and/or approve information in the TEMPS system, employees must attend training and obtain approval from the department appointing authority and Human Resource Services (HRS). Contact HRS for more information; telephone 509-335-4521.

AUTHORIZING PAYMENTS
(in DEPPS or HEPPS)

Departments are to use the online Department Payroll Processing Application (DEPTPAY) to authorize allowance payments. Departmental Payroll Processing is a secured application within the DEPPS and HEPPS Administrative Information Systems.

Approval and Training

To access, enter, and/or approve information in the DEPPS (Departmental Personnel Payroll System) or HEPPS (Higher Education Personnel Payroll System) system, employees must receive approval from the department appointing authority and Business and Finance and attend training with Payroll Services.

See BPPM 85.33 for authorization procedures for DEPPS and HEPPS. Route a completed Administrative Information Systems (AIS) Access Request to the Data Administrator in the Office of the Vice President for Finance and Administration. NOTE: Most authorized departmental personnel use the DEPPS application to enter data into the University's payroll system. HEPPS access is restricted to employees working in central University offices such as HRS, Payroll Services, and other employees with demonstrated business needs for access to all personnel data.
Cellular Telephone Allowance Payments

Approval and Training (cont.) After receiving notification of access to DEPPS or HEPPS, contact Payroll Services and request a training session for DEPTPAY access. See also BPPM 55.22 for Department Payroll Processing procedures.

PROCEDURES

Create Appointment in TEMPS The department uses the online TEMPS to create appointments to process the cellular telephone allowance payments. The department must create an appointment to process the one-time device allowance payment and a separate appointment to process the semi-monthly service plan allowance payments.

Refer to the TEMPS training handout from HRS and below to add and maintain cellular telephone allowance appointments.

Confidential Information The Appointment section of the TEMPS contains confidential information. Shred screen prints and related documentation that are no longer needed. See also disposal procedures for confidential records in BPPM 90.01.

Appointment Add Screen Select Add Cell Phone Allowance under the Appointment section of the main TEMPS menu. This function is used to add piece rate appointments into TEMPS for the sole purpose of making cellular telephone allowance payments.

Enter the employee's social security number or WSU ID number and a position number or WSU organization number. Select Continue.

Title Code The title code 1998 is automatically assigned to an appointment for the payment of cellular phone allowances.

Position Number The position number 31998 is automatically assigned to an appointment for the payment of cellular telephone allowances.

Piece Rate Basis Each appointment for cellular telephone allowances establishes payment on a "piece rate" basis.

The TEMPS system automatically enters 1.0 under Hours per Piece for each cellular phone allowance appointment.
Cellular Telephone Allowance Payments

Piece Rate Basis (cont.) Enter the amount of payment under **Piece Rate** in accordance with the Mobile Communications Services Agreement as follows:

- Enter the one-time device allowance amount, *or*
- Enter one-half of the agreed monthly service plan allowance rate. This is the piece rate per pay period for the service plan allowance.

Select **One-Time** or **Pay Cycle** under **Occurrence** for each appointment.

Appointment Begin and End Dates For one-time device allowance appointments, enter the begin and end dates for the pay period in which the payment is to be made.

For monthly service plan allowance appointments, enter the begin and end dates for the allowance as specified in the Mobile Communications Services Agreement.

Authorize Payment in DEPPS or HEPPS Creation of an allowance appointment in TEMPS directs Payroll Services to include the appointment in DEPPS or HEPPS. The department authorizes payment in DEPPS or HEPPS.

The department uses the online Department Payroll Processing Application (DEPTPAY) in DEPPS or HEPPS to authorize the payment of cellular telephone allowances for each pay period (see *BPPM 55.22*).

**NOTE:** There is no University requirement that the *pieces completed* for an employee receiving cellular telephone allowances be reported on a Daily Activity Report or other similar document. Authorization for the allowances is documented in the Mobile Communications Services Agreement.

Positive Pay Time Entry In order for an employee to receive an allowance payment for a pay cycle, the department must enter **1.0** under **Units Worked** on the allowance appointment line on the Positive Pay Time Entry screen in DEPTPAY.

Departmental representatives enter positive pay data twice a month in accordance with the Payroll Documents Schedule.

Department personnel should maintain a system of appointment begin and end dates as a reminder to enter a piece for each active allowance appointment on the Positive Pay Time Entry screen.
Cellular Telephone Allowance Payments

Earnings Types

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

- 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.

Object/Subobject

The object 01 and subobject CP are 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 entered into Positive Pay as follows:

\[
\text{Number of days paid} + \text{number of working days in the pay period} = \frac{\text{Fraction}}{}
\]

\[
\text{Fraction} \times 1.0 = \text{Units Worked}
\]

Example

If five days are paid in eleven total workdays:

\[
5 \div 11 = .45 \text{ units worked}
\]

Payroll Expenditure Audit Report (PEAR) Certification

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

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

See BPPM 55.22 for PEAR certification procedures.
## Cellular Telephone Allowance Payments

<table>
<thead>
<tr>
<th><strong>Changing Allowance Appointments in TEMPS</strong></th>
<th>When changes to cellular telephone allowance amounts are required, the department must immediately end the current monthly allowance appointment in TEMPS and add a new appointment to the new monthly allowance amount.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>The department must also immediately process a revised Mobile Communications Services Agreement (see <em>BPPM 85.45</em>).</td>
</tr>
<tr>
<td><strong>Ending Existing Appointment</strong></td>
<td>To end the existing allowance appointment, select <strong>End</strong> under the Appointment section of the main TEMPS menu. Enter the employee's social security number or WSU ID number and a position number or WSU organization number; then select <strong>Continue</strong>.</td>
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<td></td>
<td>Enter the end date of the existing appointment in accordance with the revised Mobile Communications Services Agreement.</td>
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<tr>
<td><strong>Adding New Appointment</strong></td>
<td>The department follows the procedures under <strong>Create Appointment in TEMPS</strong> to add the appointment to the new monthly allowance amount.</td>
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<tr>
<td></td>
<td>Enter the beginning and end dates of the new appointment in accordance with the revised Mobile Communications Services Agreement.</td>
</tr>
<tr>
<td><strong>Authorizing New Payment Amount in DEPPS or HEPPS</strong></td>
<td>The department follows the procedures <strong>Authorize Payment in DEPPS or HEPPS</strong> to authorize payment of the monthly allowance at the new monthly rate.</td>
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