

INSTRUCTIONS

Telecommunication Allowance Request

If it is determined that there is a business need for an employee to have an Electronic Communication Resource, departments may provide eligible employees with a Telecommunication Allowance as outlined in TTU OP 48.05 / HSC OP 55.05 *Employee Allowance for Electronic Communication Resources*. There are two types of Telecommunication Allowances available to qualified employees. The *Telecommunication Equipment Allowance* which is designed to reimburse employees for the cost of either purchasing or upgrading an Electronic Communication Resource and the *Telecommunication Service Allowance* which is designed to reimburse employees for the monthly cost of service for the Electronic Communication Resource. To implement one or both of these allowances for qualified employees, please utilize the following procedures:

1. Ask each qualified employee to complete a Telecommunication Allowance Request form.
2. Under Telecommunication Equipment Allowance the employee should indicate the allowance amount they are requesting based on the type of equipment they will be purchasing or replacing. This amount will be paid in a single amount, once every two years. NOTE: A valid FOAP is required.
3. Under Telecommunication Services Allowance the employee should indicate the allowance amount they are requesting based on the type of voice, data, and wireless plan(s) the employee will need to perform their job. The Total Allowance Requested (if approved) will be either paid monthly in the case of exempt employees or ½ the amount will be paid semi-monthly in the case of non-exempt employees. NOTE: If the amount requested in any category exceeds the amount indicated for that category on the form, the Justification.... Section of the form will have to be completed.
4. Employee and Department Head sign the form. Amounts that exceed the maximum policy amounts indicated on the form require Next Level Management and VP/VC/Dean approval.
5. To implement these allowances departments should use the following procedures:

Telecommunication Equipment Allowance - complete a request for a one-time payment using the [Employee One-Time Payment System](#), EOPS (use CPE, Cell Phone Equipment, for the earn code.) A detailed explanation is required to complete the EOPS (e.g. Telecommunications allowance for PDA).

In compliance with EOPS, the [Telecommunication Allowance Request](#) form will need to be completed and sent to HR Compensation-Operations. Reference the EOPS transaction number in the subject line of the e-mail.

Telecommunication Services Allowance – complete either the TTU Primary Job Recurring Pay Exempt, TPJAE E ePAF or the TTUHSC Primary Job Overload or Recurring Special Pay Exempt, HPJAE E ePAF for a monthly paid exempt employee ([ePAF instructions](#)); or a [Telecommunication Services Allowance for Non-exempt Employees](#) form for non-exempt semi-monthly paid employees. The ePAFs and the completed *Telecommunication Services Allowance for Non-exempt Employees* form should be sent to the local Human Resources office via campus mail or email.

NOTE: Be sure to attach a copy of the approved *Telecommunication Allowance Request* form to all ePafs or forms submitted to your local Human Resources office.