Does a new MCD allowance have to be requested if an employee receiving an existing MCD allowance changes jobs (e.g., gets a promotion)? If so, when?

Tell Me

Supplemental to University Policy 602.10, Mobile Communication Device Allowances and MCD Procedures.

1. If an employee has an MCD allowance and leaves their current position to transfer into a new position, the MCD allowance will automatically be terminated when the old position ends.

Financial System Support has developed an MCD exception report to notify Human Resources if any MCD allowances in positions do not match the employee’s current position. (i.e., When an MCD allowance renewal, effective July 1, is submitted prior to the promotion date, while the employee is still in their old position). Human Resources will terminate the MCD allowance under the old position.

2. If there is a business justification to continue the MCD allowance in the new position, the employee must submit a new MCD allowance request once the new position is in effect.

Related Articles

- What are the deadlines for requesting/renewing a MCD allowance?
- What fund should I enter in the "Allowance Fund" field of the MCD eForm?
- What supporting documentation should I submit with my MCD Allowance Request eForm?
- How do I purchase mobile "apps" needed on a University-owned Mobile Communication Device (MCD)?
- Why is my personally-owned Mobile Communication Device (MCD) excluded from my taxable compensation?