How do I modify the End Date or terminate an MCD allowance?

Tell Me

1. Open a web browser, select, and log into the MCD Allowance Request eForm. The Preparer ID is NOT editable. This field defaults to the user who authenticated to access the eForm.

2. Select Terminate MCD Allowance in the Action field drop-down box.

3. Enter the employee’s nine-digit UNC Charlotte ID number (800 #) in the Employee ID field.

4. The employee name, email, job title, department, and position number are automatically displayed.

5. Enter the Mobile Phone number. (Preferably in this format XXX-XXX-XXXX)

6. Select an Allowance End Date. Enter the first day AFTER the end of the pay period you would like the allowance terminated (i.e., either the 1st or 16th of the month). For example: If the allowance should terminate on March 31, the Allowance End Date should be April 1.

7. The Employee’s Supervisor, UNC Charlotte ID (800#) and Name will be displayed automatically.

8. Click the Submit MCD Allowance Request button to submit the form.

9. A Form Submission Confirmation window will display.

10. Click the Form Submission Confirmation "X" button or anywhere on the form to exit the confirmation window.

11. Close the Tab to exit the form.

12. Once approved by the Supervisor, the MCD Request will be automatically entered into Banner for processing through payroll.

Use of an MCD in any manner contrary to University, state, or federal regulations will constitute misuse, and result in immediate termination of the MCD allowance.

Related FAQs

- 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?