

Wireless Communication Devices Allowance Request Form (WCD 2008-1) Instructions

Specific Instructions

1. Prior to requesting a wireless device allowance, thoroughly read the university's Wireless Device Allowance policy (**APPM Section 1.3.1.4**)
2. Once you have read the policy and determined that you may be eligible for a wireless device allowance based on the criteria specified in the policy, complete the Request for Wireless Device Allowance Form, [WCD - 2008-1](http://fisops.wayne.edu/documents/wcd_form_1.pdf), http://fisops.wayne.edu/documents/wcd_form_1.pdf

Requestor

- Complete all required employee information
- Briefly summarize and document the Business Justification
- Indicate the requested allowance tier that best applies to your situation.
- Provide your completed and signed form to your S/C/D Business or Administrative Manager for processing ⁽¹⁾

⁽¹⁾ **School, College or Division Primary Business or Administrative Manager**

- Review all provided information for accuracy and applicability.
- Obtain all required signatures, reviews and approvals
- Submit completed and approved form to the Payroll Office:
 - ✓ Electronically to payroll @wayne.edu ^(see routing ins below)
 - ✓ By Fax at 313.577.9077
 - ✓ By campus mail to 3800 AAB

Controller's Office

- Where applicable and required the controller will obtain the required CFO approvals

Routing to Payroll via Email (Electronically)

To route electronically, e-mail verification of signature, review and approvals are required:

1. The requestor should attach their completed "soft" form [WCD - 2008-1](#) (the form) to an email and send it to the School, College or Division (S/C/D) primary business or administrative manager.
2. Upon receipt of the email with the form attached, the business or administrative manager reviews the attached form and forwards the email and attached form to the requisite approver indicating "reviewed and submitted for your approval." Please note that by policy, signature authorization for the wireless device allowance cannot be delegated. If additional information is required, the email and form should be returned to the requestor unapproved.

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Routing to Payroll via Email (continued)

3. Upon receipt of the email and completed form from the S/C/D primary business or administrative manager, the president, vice president or deans should review the attached form information and if approved, indicate "approved" and forward to the Payroll Office, payroll @wayne.edu, from your university email address. If denied, return email and attachment to the business or administrative manager and/or the requestor with any comments deemed necessary.

Other Important Information

For Requestors:

1. Falsification or misrepresentation of information on the Request for Wireless Device Allowance Form will result in employees being ineligible for future wireless device allowances.
2. You are eligible for an allowance only if you specifically meet one of the available tier criteria.
3. ½ of the monthly allowance is included in each bi-weekly pay check.

For Reviewers and Approvers:

1. Reviewers and approvers should carefully review all requests to ensure that requests are consistent with the requirements of the university policy.
2. There are specific criteria, subject to scrutiny and verification during the approval process, which apply to the eligibility for tier 2 allowances. Approvals in tier 2 should be reserved for specific situations and should occur infrequently.