What are the deadlines for requesting/renewing a MCD allowance?

Tell Me

New MCD allowance requests

1. If an approved request form is received by HR by the 3rd of the month, the allowance will be included in the employee's mid-month paycheck.
2. If an approved request form is received by HR by the 15th of the month, the allowance will be included in the employee's end-of-month paycheck.

Annual renewals

1. An approved request form must be received by Human Resources by May 31 to be effective for the upcoming fiscal year beginning on July 1.

Note

MCD allowances will not be processed retroactively.

Related FAQs

- Can our Department create policies to ensure that FLSA (Fair Labors Standard Act) subject employees who receive a Mobile Communication Device (MCD) allowance do not use their devices outside of normal, established working hours?
- Is everyone eligible to receive an allowance for a personally-owned Mobile Communication Device (MCD)?
- Will I be reimbursed for any calls I make using my personally-owned Mobile Communication Device (MCD) while traveling on University business?
- What supporting documentation should I submit with my MCD Allowance Request eForm?
- Who can edit the Employee ID field on the MCD eForm?