How do I terminate an MCD allowance?

Tell Me

Note
An MCD Allowance eForm must have been submitted and processed prior to submitting a request to terminate an MCD Allowance form. This option will only display if you are identified in Banner as a Supervisor.

1. Open a web browser, select, and log into the MCD Allowance Request 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.

Note
If you are the Preparer, then the Employee ID is not editable. However, if you are a Business Officer or identified in Banner as a Supervisor, then the Employee ID is editable and can be overridden.

4. The employee name, email, job title, department, and position number are automatically displayed.
5. Enter the Mobile Phone number.
6. The Allowance Start Date will automatically be displayed.
7. Select an Allowance End Date.
8. The Allowance Rate per Month will automatically be displayed.
9. The Allowance Fund Number and Fund Description will automatically be displayed.
10. The Allowance Account and Account Description will automatically be displayed.
11. The Employee’s Supervisor UNC Charlotte ID number (800#) and Name will automatically be displayed.
12. Click the Submit MCD Allowance Request button to submit the form.
13. A Form Submission Confirmation window will display.
14. Click the Form Submission Confirmation “X” button or anywhere on the form to exit the confirmation window.
15. Close the Tab to exit the form.

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?