

## **Cellular Device Allowance Payments**

**NOTE:** The website URL for **Workday reference guides** that are referenced in this section is:  
<https://confluence.esg.wsu.edu/display/WKB/Workday>

### **OVERVIEW**

Cellular plan allowance amounts are established on a monthly basis in the Cellular Device Authorization and Agreement, and in accordance with *BPPM* 85.45. However, service plan allowances are paid on a semi-monthly basis at one-half of the agreed monthly allowance rate.

### **ESTABLISHING, CHANGING, AND AUTHORIZING PAYMENTS**

Departments use Workday to establish, change, and authorize cellular telephone allowance payments through the Request Compensation Change business process. See the Workday Request Compensation Change reference guide.

### **PROCEDURES**

#### **Create Allowance**

The department uses the Request Compensation Change business process in Workday to assign either the Non-Faculty Cell Phone Allowance or the Faculty Cell Phone Allowance plan.

For monthly service plan allowances, enter the begin and end dates for the allowance as specified in the Cellular Device Authorization and Agreement when assigning the allowance in the Request Compensation Change business process.

Refer to the Workday Request Compensation Change reference guide to add and maintain cellular telephone allowance.

#### **Earnings Types**

Three earnings types have been added to the payroll system to reflect cellular phone allowance payments. The earnings types are:

- CPA: Cell Phone Allowance (subject to social security and medicare)
- CPN: Cell Phone Allowance (not subject to social security and medicare)
- CPF: Cell Phone Allowance (not subject to social security; subject to federal medicare)

This earnings type is used for employees on federal retirement.

#### **Spend Category**

The spend category SC00014 is used for cellular telephone allowance payments.

#### **Leave Without Pay (LWOP)**

The department does not pay the employee an allowance during periods of leave without pay (LWOP).

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LWOP (cont.) If the employee is on LWOP for part of a pay period, the department pays the allowance on a prorated basis. Prorated allowances are done in the Request Compensation Change business process. See the Workday Request Compensation Change reference guide.

### **Verifying Payments**

Prior to each payday, departments are to verify that any cellular telephone payments listed in Workday correspond to approved Cellular Device Authorization and Agreements.

The department reviewer should monitor the cellular telephone payment beginning and ending dates.

### **Changing Allowances**

To change an allowance use the Request Compensation Change Pay Business Process and the allowance reason of “Adjust Amount/Percent” to the new amount.

The department must also immediately process and upload to Workday a revised Cellular Device Authorization and Agreement (see *BPPM* 85.45).

### **Ending Existing Allowance**

To end an existing allowance, use the Request Compensation Change Pay business process and the allowance reason of "Removal" and enter the end date into the Actual End Date field under **Additional Details**.

Enter the end date of the existing allowance in accordance with the revised Cellular Device Authorization and Agreement.

### **Adding New Allowance**

To add a new allowance use the Request Compensation Change Pay business process and the allowance reason “Addition” end dates (if applicable) can be added either as Expected End Date or Actual End Dates under the **Additional Details**.

Enter the beginning and end dates of the new allowance in accordance with the revised Cellular Device Authorization and Agreement.