How do I terminate an MCD allowance?

Tell Me

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.

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.

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.

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.

Related FAQs
- Is an employee on leave eligible to receive an MCD allowance?
- How are the personally-owned Mobile Communication Device (MCD) allowance amounts set?
- What is a “department” as defined by the Mobile Communication Device (MCD) policy?
- What allowance amount should I select on the Mobile Communication Device (MCD) allowance eForm?
- Why doesn't the University provide Mobile Communication Device (MCD) equipment allowances?