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 the supervisor, department head or delegate, and the Vice Chancellor (VC) for Business Affairs (if applicable) 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 the supervisor, department head or delegate, and the VC for Business Affairs (if applicable) by the 15th of the month, the allowance will be included in the employee’s end-of-month paycheck.

If an employee is approved for an MCD before the end of the current fiscal year you can key the current date in the “Allowance Start Date” field. No matter what time during the current fiscal year the new request is submitted and approved it will automatically end June 30 of the current fiscal year.

Annual renewals

1. A request form must be approved by the supervisor, department head or delegate, and the VC for Business Affairs (if applicable) annually by May 31 to be effective for the upcoming fiscal year beginning on July 1 (regardless of whether your area operates on a different fiscal or calendar year).

Note
MCD allowances will not be processed retroactively.

Related FAQs

- How do I terminate an MCD allowance?
- What supporting documentation should I submit with my MCD Allowance Request eForm?
- What are the deadlines for requesting/renewing a MCD allowance?
- Why doesn't the University provide Mobile Communication Device (MCD) equipment allowances?
- Can I get reimbursed for mobile "apps" purchased on a University-owned Mobile Communication Device (MCD)?