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.

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

- 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?
- Are there specific security policies I need to comply with if I receive a Mobile Communication Device (MCD) allowance for my personal MCD?
- Is an employee on leave eligible to receive an MCD allowance?
- How do I terminate an MCD allowance?
- What supporting documentation should I submit with my MCD Allowance Request eForm?