What fund should I enter in the "Allowance Fund" field of the MCD eForm?

Tell Me

1. In most circumstances, you should use the same fund for the MCD allowance that is used to pay the employee’s salary, since benefit funding generally follows salary funding.
2. However, there may be exception circumstances that would warrant the use of a different fund.
3. Please check with the Budget Office, Personnel Budget Management for additional guidance.

Note

Any funding source changes on existing MCD allowances must first be reviewed by the Personnel Budget Technician in the Budget Office prior to submitting the eForm.

Related FAQs

- Can our Department create policies to ensure that FLSA (Fair Labor Standards 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?