How do I modify the End Date or terminate an MCD allowance?

Tell Me

1. Open a web browser, select, and log into the MCD Allowance Request eForm. The Preparer ID is NOT editable. This field defaults to the user who authenticated to access the 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. (Preferably in this format XXX-XXX-XXXX)
6. Select an Allowance End Date.
7. The Employee's Supervisor UNC Charlotte ID number (800 #) and Name will automatically be displayed.
8. Click the Submit MCD Allowance Request button to submit the form.
9. A Form Submission Confirmation window will display.
10. Click the Form Submission Confirmation "X" button or anywhere on the form to exit the confirmation window.
11. Close the Tab to exit the form.
12. Once approved by the Supervisor, the MCD Request will be automatically entered into Banner for processing through payroll.

Related FAQs

- What supporting documentation should I submit with my MCD Allowance Request eForm?
- What name should be listed in the "Department Head or Delegate" field on my MCD allowance request eForm?
- What fund should I enter in the "Allowance Fund" field of the MCD eForm?
- What are the deadlines for requesting/renewing a MCD allowance?
- How do I determine the employee’s portion of actual monthly service charges and select the appropriate Mobile Communication Device (MCD) allowance on the eForm?