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

Tell Me

**Note**
The employee should have an active MCD allowance prior to submitting a request to terminate the MCD allowance using the eForm.

**Info**
An MCD allowance is **automatically set up to end on June 30th** of the current fiscal year. If the employee leaves that position, the MCD allowance will automatically be terminated.

If you need to **modify** the End Date or **terminate** an MCD allowance **prior to June 30**, please follow these instructions.

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.

**Info**
This field **defaults to the Preparer's ID**, but is **editable** and can be overridden with the relevant Employee's ID.

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.

**Note**
This field **is NOT editable** and will **default to the Employee's current Supervisor in Banner**. If this field is blank or does not reflect the correct Supervisor, then a Supervisor Change request in NinerTalent must be processed before the MCD Allowance form can be submitted. For additional instructions, reference How do I change the Supervisor of a Position?

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.

**Note**
The Department Head or Delegate is **NOT required to approve and will NOT be notified** of a request to terminate an MCD Allowance.

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**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?