What are the deadlines for requesting/renewing a MCD allowance?

Tell Me

New MCD allowance requests

1. If the eForm is approved 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 the eForm is approved by the supervisor, Department Head or Delegate, and the VC for Business Affairs (if applicable) by the 18th 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.

Tip

If this is a New MCD allowance or Modification to an existing allowance, please choose an "Allowance Start Date" of either the 1st or 16th of the month. Allow time for all approvals.

Warning

Regardless of the date selected, the MCD allowance will be Effective the same day as the last approval, if approved after the selected Allowance Start Date.

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 (July 1 - June 30), regardless of whether your area operates on a different fiscal or calendar year.

Tip

If this is a renewal, please leave the default "Allowance Start Date" of July 1 for the next fiscal year.

Note

MCD allowances will not be processed retroactively.

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?