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.
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. Enter the first day after the end of the pay period you would like the allowance terminated (i.e., either the 1st or 16th of the month). For example: If the allowance should terminate on March 31st, the Allowance End Date should be April 1st.
7. The Employee's Supervisor UNC Charlotte ID number (800#) and Name will automatically be displayed.

Info

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

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.

Warning

Use of an MCD in any manner contrary to University, state, or federal regulations will constitute misuse, and result in immediate termination of the MCD allowance.

Related FAQs

- What are the deadlines for requesting/renewing a MCD allowance?
- How do I modify the End Date or terminate an MCD allowance?
- How do I protect University information that might be accessible on my personally-owned Mobile Communication Device (MCD) if it is lost or stolen?
• How are the personally-owned Mobile Communication Device (MCD) allowance amounts determined?
• What supporting documentation should I submit with my MCD Allowance Request eForm?