

PAYROLL SERVICES

Monthly Communication Allowance Enrollment

Name (Last, First, MI)

(UIN)

Cell Phone #

Employee Work Phone

Employee Email Address

Department Account Number

Action Requested:

Monthly Communication Plan Allowance Options:

NEW RENEW CHANGE CANCEL

Allowance Requested:

\$60 – Monthly communication service allowance voice/data

\$90 – Monthly communication service allowance voice/data/added features.

Employee Responsibility: I have read the [WTAMU Communication Allowances Standard Administrative Procedure](#) and I understand the associated Employee Responsibilities. In addition, I understand that these allowances are considered taxable compensation required tax withholdings and are **NOT** my base salary. *Non-Exempt (hourly) employees should not utilize their cell phone or any other telecommunications device for work purposes outside normal work hours and days, unless authorized by their supervisor and compensated for the time performing duties. This means any work outside of their scheduled work hours. In the event this happens, the employee is required to record the time on their time sheet.* Contact Payroll Services at extension 2082 if you have any questions regarding this guidance.

Justification for Communication Allowance

Please provide details explaining why a communication allowance is necessary for your role.

Describe your job duties that require regular communication outside the office or working hours:

How often do you use these tools for work-related tasks? ☐ Daily ☐ Weekly ☐ Occasionally

Please provide specific examples:

Why is the monthly allowance necessary instead of using company-provided tools?

I, _____, certify that I conduct mission critical University business. I
certify that the information provided above is accurate and the communication tools requested are
essential for my role.

Employee Signature

Date

Department Head Signature

Approved

Denied

Date

Privacy Notice: State Law requires that you be informed of the following (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.