9.4.9 – Cellular Procedures Training

Telecommunications and Networking
Goals of these procedures

- Clarify acceptable personal use of state property
- Provide mechanism for employees who want to use a single cellular device for both business and personal use
- Centralize visibility of University purchases of cellular service to ensure compliance to applicable state codes and University policy
9.4.9 – Cellular Procedures

Eligibility

- Only faculty, staff, and GAs
- Job description must describe responsibilities that warrant being reimbursed for business usage or provided a cellular service by the University
- Employees must have concurrence from supervisor and fiscal agent to take advantage of these procedures
- Reimbursements are calculated based upon % of business usage
9.4.9 – Cellular Procedures

- Defined Options
  - 1) reimbursing for recurring business use of a personally-owned cellular service
  - 2) reimbursing for incidental business use of a personally-owned cellular service
  - 3) University-purchased cellular service
Option 1 – Reimbursement for Recurring Business Usage of Personally-Owned Cellular Service

- One time business reimbursement of initial costs
  - Instrument
  - Accessories
  - Activation charges
9.4.9 – Cellular Procedures

- Option 1 (continued)
  - Monthly reimbursement for recurring business usage based upon stipend
    - Voice minutes
    - Texting
    - Data (Internet)
  - Expires at the end of each fiscal year
    - Reminder sent at the beginning of May to resubmit
    - Due June 1 in order for stipend to be applied by July 1
9.4.9 – Cellular Procedures

- Option 2 – Reimbursement for Incidental Business Usage or a Personally-Owned Cellular Service
  - No initial costs may be reimbursed
  - Reimbursement derived from itemized billing submitted to the Comptroller’s Office
Option 3 – University–Purchased Cellular Service

- State of Illinois Administrative Code and University policy do not allow personal use of University–purchased cellular service excluding emergencies.
- University is required to purchase through the current state contracts unless there is a service being sought that is not available (ex: instrument type, area coverage, features, etc).
- All University–purchased cellular service will be billed through Telecommunications and Networking.
Implementation

- Departments that provide cellular service to employees will be required to select one of the three options
- Compliance is required by June 1, 2009
9.4.9 – Cellular Procedures

- Where to begin
  - Review 9.4.9 – Procedures for Use of Cellular Services for University Business and related FAQ found on [http://policy.ilstu.edu](http://policy.ilstu.edu)
  - Determine which employees are eligible
  - Identify which of the three options are appropriate for each eligible employee
9.4.9 – Cellular Procedures

- Requesting service
  - Go to the Telecommunications and Networking website [http://telecom.ilstu.edu/](http://telecom.ilstu.edu/) and select forms from the left menu
  - Select Cellular Service Request Forms
  - Select the appropriate form for each option
9.4.9 – Cellular Procedures

Option 1
- Need to calculate the initial one-time and monthly recurring reimbursements based upon business usage before submitting forms
- Personal vs family plans (templates available)
- Fiscal agent approval required to process
- Initial one-time reimbursement processed by the Comptroller’s Office (documentation required)
- Monthly recurring stipend processed by Payroll through Human Resources
Option 2

- Reimbursements based upon business minutes used from an employee’s monthly billing from their carrier
- Processed by the Comptroller’s Office (documentation required)
- No reimbursement for cost of instrument and related components
Option 3

- No personal use (regardless of “free nights and weekends”)
- Select service from state contract or identify service from one of two alternate carriers with appropriate justification
- All billing from carriers will be processed by Telecommunications and Networking to be rebilled to the appropriate department
9.4.9 – Cellular Procedures

- Records
  - It is the department’s responsibility to maintain records for employees who have participated in these procedures
  - Records must include justification for reimbursement amounts for option 1
  - Duration is defined by the Records Retention Act
9.4.9 – Cellular Procedures

- Questions?
- Resources
  - Scott Genung (Telecommunications)
  - Sharon Stille (Telecommunications)
  - Judy Johnson (Purchasing)
  - Len Grinstead (Human Resources)
  - JoEllen Bahnsen (Comptrollers)