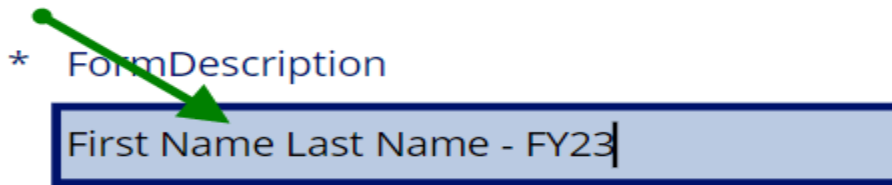


## Mobile Phone Data Plan Allowance/HSC Owned Device Instructions



1. Logon to the [Power Apps form by clicking here.](#)
2. Select “New Form” and name the form with the requestor’s first and last name and the fiscal year. Select “Submit.”



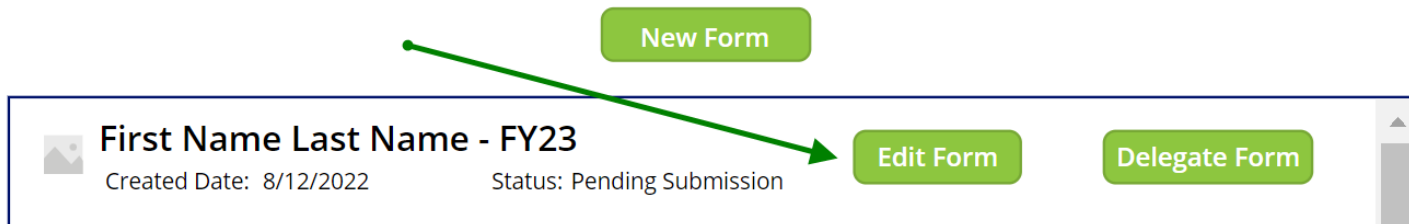
\* FormDescription

First Name Last Name - FY23

A green arrow points from the top left to the text input field.

3. Find the form just created and select “Edit Form.” If someone else is assisting to complete or route the form, select “Delegate Form” and enter the person’s email address and select “add.” Go “back” to the form and select “Edit Form” to continue to complete the request.

### Mobile Phone Exception Forms



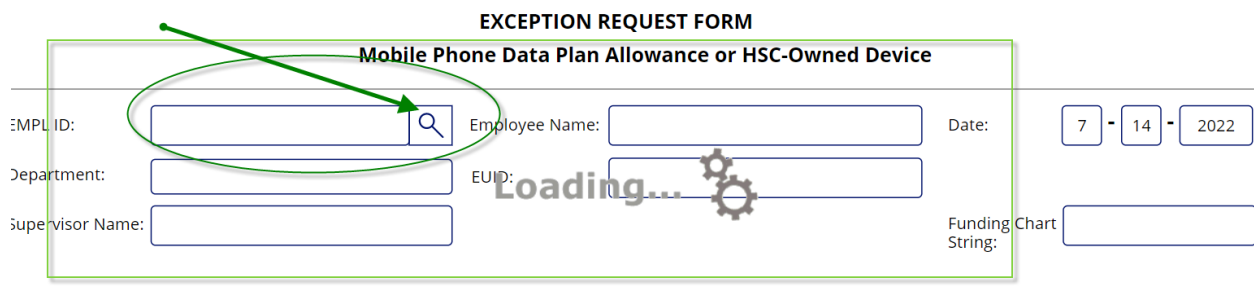
New Form

First Name Last Name - FY23  
Created Date: 8/12/2022 Status: Pending Submission

Edit Form Delegate Form

A green arrow points from the 'New Form' button to the 'Edit Form' button.

4. Enter your EMPL ID and select the search icon. The form will automatically fill in the employee information (name, EUID, department, and supervisor). Enter the “Funding Chart String.”



EXCEPTION REQUEST FORM

Mobile Phone Data Plan Allowance or HSC-Owned Device

EMPL ID:   Employee Name:  Date: 7 - 14 - 2022

Department:  EUID:  Loading...

Supervisor Name:  Funding Chart String:

A green circle highlights the EMPL ID field and the search icon, with a green arrow pointing to the search icon.

#### Mobile Phone Data Plan Allowance Request: Benefits-Eligible Faculty/Staff

Allowance for Phone Number:

Does your request fit the following criteria:

Text messaging service  \$10

Basic cell phone service  \$25

**Mobile Phone Data Plan Allowance or HSC-Owned Device  
Instructions**

5. Choose only ONE option: "Mobile Phone Data Plan Allowance" or "HSC-Owned Cell Phone." See the image below for additional information.
- a. Mobile Phone Data Plan Allowance:
    - i. Enter your device phone number and select the services needed.
    - ii. Enter the total amount of the monthly allowance.
    - iii. Complete the justification. Provide a clear explanation as to the business purpose and what type of functions will be performed that require the use of the device 24/7.
  - b. HSC-Owned Cell Phone:
    - i. Select if the request is for an "Individual" or a "Team." This criterion may be used as a deciding factor to consider approval of the request.
    - ii. Complete the justification for the request. Include the business purpose that warrants the use of the cell phone or service being requested.

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**Mobile Phone Data Plan Allowance Request: Benefits-Eligible Faculty/Staff** Complete one section only.

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Mobile Phone Number:

Does your request fit the following criteria:  
Job responsibility to be accessible by phone, text, and/or email on a 24/7 basis or for emergencies?  Yes  No

Please provide your justification for an allowance (i.e., how will your device be used to conduct HSC business?).

Text messaging service  \$10  
Basic cell phone service  \$25  
Data Service  \$25

Total monthly payroll allowance requested: \$

*(should not exceed \$60.00 total)*

- 1. An ePAR must be submitted for the monthly allowance to be paid
- 2. Employee is responsible for payments to cell phone provider for personal phones.

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**HSC-Owned Cell Phone Purchase: Benefits-Eligible Faculty/Staff**

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**HSC-Owned Cell Phone Purchase Requirements**

Is the request for a individual or team?  Individual  Team

- 1. HSC-Owned cell phones will be for HSC business use only. No provision for personal calls is made.
- 2. Telecommunications will select the vendor, plan and equipment to fulfill the request.

Justification for Purchase:

## Mobile Phone Data Plan Allowance or HSC-Owned Device Instructions

6. Enter the email addresses of all the approvers. Once ALL the fields are complete “Save” the form. The person requesting the allowance must “Sign” the “Employee Signature” field. The signature will initiate the workflow approvals. The approvers noted in the fields will receive an email with instructions to review and sign the form. Approvers also have the option to add a “Comment” or delegate approval by forwarding the original email they received. Note that Human Resources and the Chief Financial Officer fields will populate automatically.

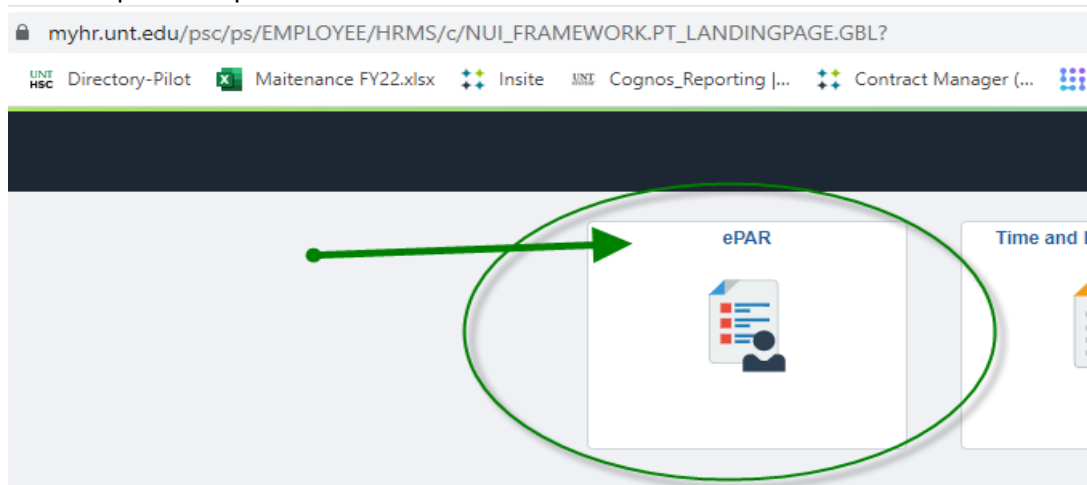
The form contains the following fields and controls:

- Employee Signature:** A text input field containing "firstname.lastname@unthsc.edu" with a clear button (X) and a green "Sign" button.
- Supervisor:** A dropdown menu with "search email" and a green checkmark, followed by "Approve" and "Reject" buttons, and a "Comment" text box.
- Department Head/Chair:** A dropdown menu with "search email" and a green checkmark, followed by "Approve" and "Reject" buttons, and a "Comment" text box.
- Human Resources:** A "% FTE" input field, radio buttons for "Exempt" and "Non-Exempt", and a dropdown menu with "HSC.HR@unthsc.edu" and a green checkmark, followed by "Approve" and "Reject" buttons, and a "Comment" text box.
- Vice President/Dean:** A dropdown menu with "search email" and a green checkmark, followed by "Approve" and "Reject" buttons, and a "Comment" text box.
- Chief Financial Officer:** A dropdown menu with "Chuck.Fox@unthsc.edu" and a green checkmark, followed by "Approve" and "Reject" buttons, and a "Comment" text box.

Annotations include a green arrow pointing from the top right to the "save" button, and another green arrow pointing from the "Employee Signature" field to the "Sign" button. A red text annotation "HR will complete" is positioned above the Human Resources section, with green arrows pointing to the "% FTE" field and the "Exempt" radio button.

## Mobile Phone Data Plan Allowance or HSC-Owned Device Instructions

7. Print the form. Once all the approvers have signed, you will receive an email. Logon to [Power Apps](#), select “Edit Form” and print the form as PDF. Take the next steps to finalize the request:
  - a. For Mobile Phone Data Allowance Request – Attach the form to the ePAR.
    - i. Logon to [myhr.unt.edu](#) and select ePAR. Note that only selected department staff members have access to enter ePARs. Contact your department administrative staff or supervisor to complete this process.



- b. For an HSC-Owned Cell Phone Purchase – Submit a work order in [ServiceNow \(click here\)](#).
      - i. In ServiceNow, select “Voice Communications” and complete the “HSC Other Telecom Request.”
      - ii. Attach a PDF of the completed Mobile Phone exception request by selecting the paperclip icon.
      - iii. Telecom will contact you to finalize the request.

A screenshot of the ServiceNow "HSC Other Telecom Request" form. The breadcrumb navigation at the top reads: Home | Voice Communications | HSC Other Telecom Request. The form title is "HSC Other Telecom Request" with the subtitle "Additional requests from telecom". The form contains several fields:

- \* Requester: A dropdown menu with a yellow highlight on the selected option.
- Contact person: A dropdown menu.
- Add CC: A dropdown menu.
- Contact number: A text input field.
- \* Customer type: A dropdown menu with "Staff/Faculty" selected and highlighted in yellow.
- Site: A dropdown menu with "UNT Health Science Center Campus" selected.
- \* Description of request: A text area containing the text "Process HSC Owned Cell Phone request. See attached form with appropriate approvals." with "Process HSC Owned Cell Phone" highlighted in yellow.
- Department: A dropdown menu with "Information Technology" selected.

At the bottom right of the form, there is a yellow button with a paperclip icon and the text "Add attachments".