Mobile Phone Data Plan Allowance/HSC Owned Device Instructions
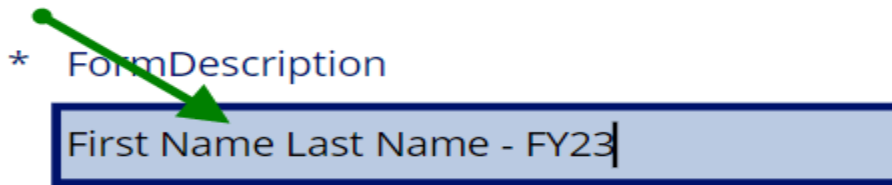
1. Logon to the Power Apps form by clicking here.
2. Select "New Form" and name the form with the requestor's first and last name and the fiscal year. Select "Submit."

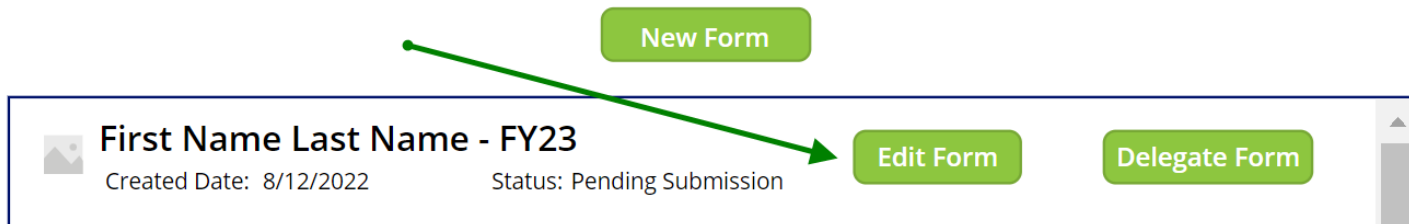3. Find the form just created and select "Edit Form." If someone else is assisting to complete or route the form, select "Delegate Form" and enter the person's email address and select "add." Go "back" to the form and select "Edit Form" to continue to complete the request.
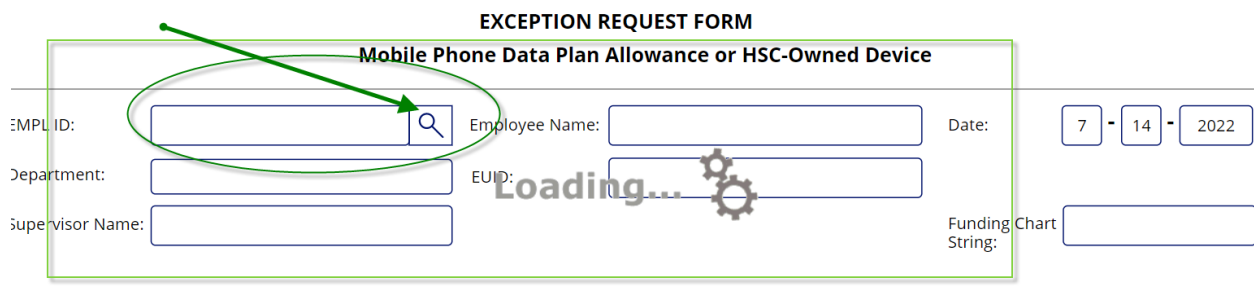
4. Enter your EMPL ID and select the search icon. The form will automatically fill in the employee information (name, EUID, department, and supervisor). Enter the "Funding Chart String."

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.

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

Mobile Phone Number: 817-123-4567

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.

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

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:

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.

				save
Employee Signature:	firstname.lastname@unthsc.edu ✕	Sign		
Supervisor:	search email ▼	Approve	Reject	Comment
Department Head/Chair:	search email ▼	Approve	Reject	Comment
HR will complete				
Human Resources:	% FTE ◯ Exempt ◯ Non-Exempt			
	HSC.HR@untsystem.edu ▼	Approve	Reject	Comment
Vice President/Dean:	search email ▼	Approve	Reject	Comment
Chief Financial Officer:	Chuck.Fox@unthsc.edu ▼	Approve	Reject	Comment

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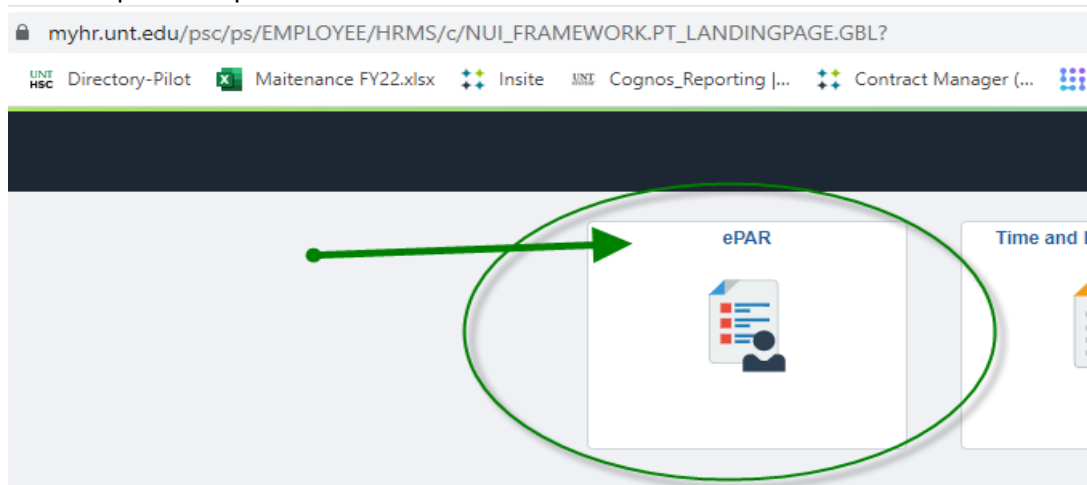
    b. For an HSC-Owned Cell Phone Purchase – Submit a work order in ServiceNow (click here).
        i. In ServiceNow, select "Voice Communications" and complete the "HSC Other Telecom Request."
        ii. Attach a PDF of the completed Mobile Phone exception request by selecting the paperclip icon.
  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