

**Mobile Communications Equipment and Related Services for University Business
New Policy Effective January 2012**

TRANSITION PLAN AND DETAILS FOR URBANA-CHAMPAIGN CAMPUS

The following information is being provided to assist units in implementation of the new Mobile Communication Policy. Detail is provided to cover all requirements for units that are currently providing equipment and services on behalf of an individual employee as well as all requirements for group phones/devices and service plans.

Units with employees who currently receive stipends:

Units who have employees who are receiving a stipend at this time will receive a spreadsheet by November 8, 2011, listing those individuals and the stipend amounts from the Office of the Assistant Vice President for Business and Finance. Units will be asked to complete the following information in columns provided on the sheet:

1. Does the unit wish to continue to provide a stipend to the employee?
2. Does the employee fit in one of the categories for which the policy allows the college-level chief executive to approve the stipend (with no additional review)?
 - a. If so, identify which of the categories is appropriate for that employee? No additional documentation is required to continue the stipend if one of the categories is appropriate.
 - b. If not, does the unit wish to file an Exception Request to have the employee continue to receive the stipend? If so, mark the column on the spreadsheet, accordingly, and complete an Exception Request form and attach it to the spreadsheet for each individual. If there are more than 5 exceptions to be requested, use the multiple exceptions spreadsheet available from the Office of the AVP.
3. Does the unit wish to maintain the stipend at the current amount or increase or lower the payment? (Note, the stipend amount must fall within allowable amounts in the new policy.) Enter the stipend amount on the spreadsheet.

The spreadsheet must be completed and returned to the Office of the AVP no later than November 28 to ensure the stipends are continued without interruption. The campus HR offices will update records for these employees; the units will not need to take further action for stipends on this spreadsheet.

Units seeking to add stipends for employees who do not currently receive stipends:

1. For employees who fit the requirements noted in policy (work in Advancement, Information Technology, or Public Safety or are Faculty who Travel Frequently on Business), the unit should complete the College Level Stipend Approval form (available at: <http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=959190>) and process a HRFE transaction, with the fully approved form attached, following the job aid available at https://nessie.uihr.uillinois.edu/pdf/hrfe/hrfe_addjob_cellstipend.pdf.
2. For employees who do not fit the requirements noted in policy, units must complete an Exception Request form and forward the hard copy to the Office of the AVP (address noted on the form). If units have more than five exceptions to request, contact the Office of the AVP for a spreadsheet to use to streamline the request process. Units will be notified of the decision on the exception request by the Office of the AVP. If approved, the unit will process an HRFE transaction to enter the stipend, following the job aid available at https://nessie.uihr.uillinois.edu/pdf/hrfe/hrfe_addjob_cellstipend.pdf

Units with Existing Group Cellular Equipment and Service Plans

College-level chief executives may approve any/all group phones and service plans within units reporting to them. They must ensure these approvals meet the requirements of policy for group equipment.

Group equipment is not assigned to any one individual, but is used by various individuals on duty at a given time. Some employees in service units with multiple shifts, such as Facilities or Housing, need to be able to communicate with their central offices as they travel between locations conducting their work. However, in the case of group phones, the employee turns in the mobile communications equipment at the end of the shift, and the equipment is used by the next employee on the shift. Such phones typically do not leave the campus, although there are some cases where group equipment is used in the field. Generally, an employee would never receive a personal call on a group phone.

Policy requires CITES to maintain a record of the college-level chief executive approval for all group phones/devices and service plans. Units must provide documentation of that approval to CITES. Information about providing approval documentation is available at <http://www.cites.illinois.edu/cellphone/newprovisioning.html>.

Units Seeking to Add Group Cellular Equipment and Service Plans

For any new group equipment or service to be added after December 1, 2011, units should send an e-mail message to their college-level chief executive officer requesting approval. Units should include a copy of the approval when issuing a Purchase Requisition for the equipment and service.

Units Seeking to Add Individual Cellular Equipment and Service Plans

For any new equipment or service to be provided directly for an individual from University funds, units must complete the Exception Form and route it for approval as indicated on the form. Exceptions for University-provided equipment and service plans for individuals will rarely be approved. If approved, units should send a copy of the approved form, via email, to cites-svcreq@illinois.edu. CITES will contact the unit and the Urbana Purchasing Office to indicate the need to initiate a Purchase Order for the equipment – and provide the necessary approval to the Urbana Purchasing Office to proceed with the order of the equipment for individual use.

Disposal of University-Owned Cellular Equipment Currently Used by Employees

Units that have obtained mobile communications equipment for individual employees must oversee disposal or transfer of that equipment. This includes equipment that was provided at no charge to the unit with the activation of service. Following are the choices:

1. Units may follow the existing University Equipment Disposal Methods guidelines (<http://www.obfs.uillinois.edu/equipment-management/equipment-disposal-methods/>) and ensure data is removed per guidelines at <http://www.obfs.uillinois.edu/cms/One.aspx?portalId=909965&pageId=1017389>
2. Units may turn equipment into CITES. CITES will surplus the equipment on behalf of the unit. An equipment drop box is available in the CITES Service Request Management office at DCL 1110.
3. Units may allow the employee to purchase the equipment. Special permission has been obtained by the State of Illinois. The unit needs to determine the date and purchase price of the equipment; the cost of the equipment is determined using a straight-line depreciation over four years. Employees should provide a check made payable to the University of Illinois

for the equipment cost and units should deposit the check into the accounting string from which the equipment was initially purchased.

Ending Current Service Plans for University-Provided Equipment for Individual Employees

On January 17, 2012, CITES must deactivate existing cellular services provided to campus units that do not comply with the new policy, including those used by individual employees. For information about resources available to individuals who will be transferring cellular services to their personal responsibility, please see

<http://www.cites.illinois.edu/cellphone/newprovisioning.html>.

Resources Available to Units:

[Quick Reference to Transition Dates](#)

CITES Transition Information (including resources for Telecom Unit Coordinators)
<http://www.cites.illinois.edu/cellphone/newprovisioning.html>

[Frequently Asked Questions](#)

OBFS Policy:

[Section 8.15 - Mobile Communications Equipment and Related Services for University Business](#)

Campus HR office: [Urbana-Champaign Human Resources](#)

HRFE Information: [Adding a Cell Stipend Job](#)