

# JABSOM Cell Phone Procedures

**DRAFT**

(Revised 3/2019)  
[AOG Deluxe Version]

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Administrative Operations Group Meeting  
Tuesday, March 12, 2019, 9:30 a.m.  
MEB 202 Access Grid Room

## 2 Then: JABSOM Cell Phone Procedures

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- Originated with the October 30, 2004 flood at UHM Biomed / Hamilton Library
- Employees involved with 24/7 operational duties
- \$25 non-taxable monthly reimbursement

### 3 Now: UH AP 8.853 Mobile Device Policy

[Link: [www.hawaii.edu/policy](http://www.hawaii.edu/policy) → 8. Business & Finance → AP 8.853]

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- Effective 1/1/2019
- Eligible UH employees shall meet one of the following criteria:
  - 24/7 Access Employees: on call 24/7, execs, facilities/IT personnel
  - Mobile Employees: field workers, communication/social media officers
  - Frequent Travelers: travel >60 days per year
  - Others:
    - *Required to routinely respond to urgent UH business while away from the office*
    - *Required to be routinely available while in remote locations*
- DISB-15 Form shall be approved prior to participation in program
  - Link: <http://blog.hawaii.edu/ofaa/> → Forms → Mobile Device Program

## 4 Now: UH AP 8.853 Mobile Device Policy

[Link: [www.hawaii.edu/policy](http://www.hawaii.edu/policy) → 8. Business & Finance → AP 8.853]

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- Available Options:

- 1. Department/Program-Furnished and Paid-For Mobile Device**

- *Covers all types of service: voice, text, data, international service plan*
- *Recommend using [SPO Vendor List 13-07](#) to purchase devices with unlimited voice & text*  
*[Link: [www.spo.hawaii.gov](http://www.spo.hawaii.gov) → Price & Vendor List Contracts → Filter “13-07”]*
- *The University/IT does not have a store from which mobile devices may be purchased or checked out*
- *Departments/Programs shall pay the mobile device bill in its entirety*
  - *No dollar limits as needs for department/program/employee may vary*
  - *Departments/Programs shall fund with existing sources*
- *Install a remote location tracking app on the mobile device*

## HOW TO USE THIS VENDOR LIST CONTRACT:

**APPROVALS.** User shall obtain all necessary approvals prior to the acquisition of wireless communication equipment and services. Form ICSD-001 is not required.

**ORDERS.** All orders shall be placed through the contact persons listed on this vendor list contract. Store branches or kiosks do not accept NASPO ValuePoint orders.

**COMPETITIVE QUOTES.** Multiple quotes are not required but are strongly recommended for evaluation and use in determining “best value.” When soliciting for a quote, identify the NASPO ValuePoint contract and your department/agency with the State of Hawaii.

**ADDITIONAL VENDOR FORMS.** Some vendors may require using agencies to complete forms to input agency into their system.

**SPO VL CONTRACT NO. 13-07 AND NASPO VALUEPOINT MASTER AGREEMENT NUMBER 1907** shall be typed on purchase orders issued against this vendor list contract. For pCard purchases, the SPO VL Contract No. 13-07 and the NASPO ValuePoint Master Agreement Number MA 1907 shall be notated on the appropriate transaction document.



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SPO

Vendor List

13-07

Link: [www.spo.hawaii.gov](http://www.spo.hawaii.gov) →

Price & Vendor List Contracts →

Filter “13-07”

## 6 Now: UH AP 8.853 Mobile Device Policy

[Link: [www.hawaii.edu/policy](http://www.hawaii.edu/policy) → 8. Business & Finance → AP 8.853]

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- Available Options (Continued):

- 2. Department/Program-Paid Monthly Device Allowance for use of Personal Mobile Device**

- *\$30 taxable monthly allowance paid to employee*
      - Only one monthly \$30 allowance permitted regardless of service types and number of devices/plans
    - *Employee must provide the Dept/Program current mobile device contact information within 3 business days of either 1) DISB-15 approval or 2) changes in contact information*
      - Dept/Program is responsible for monitoring any changes/removal. If no longer needed, DISB-15 shall be submitted to terminate employee's participation.
    - *Personal mobile device bill not required for payment of monthly allowance*
    - *Personal mobile device must meet the University's data security and software requirements*
      - Consult with JABSOM IT to check if personal mobile device meets requirements
      - Recommend installation of remote location tracking app on personal mobile device

# 7 Who am I?

Scenario	UH Employee	RCUH Employee
1. I'm using a Department/Program-Furnished and Paid-For mobile device	<ul style="list-style-type: none"><li>• DISB-15 Form</li><li>• Entire bill paid to carrier</li><li>• Entire monthly mobile device bill required</li></ul>	<ul style="list-style-type: none"><li>• <u>No</u> DISB-15 Form</li><li>• Entire bill paid to carrier</li><li>• Entire monthly mobile device bill required</li></ul>
2. I'm using my personal mobile device	<ul style="list-style-type: none"><li>• DISB-15 Form</li><li>• \$30 Taxable Allowance paid to employee on a monthly basis</li><li>• Mobile device bill not required</li></ul>	<i>We're working on a solution with RCUH HR. Stay tuned! Thank you for your kind patience and understanding. Mahalo!</i>
3. I bought a mobile device under my name, but I use it strictly for business, so I want my Department/Program to pay for it in its entirety	<ul style="list-style-type: none"><li>• DISB-15 Form</li><li>• Work with carrier to reissue mobile device in University's name</li><li>• Entire bill paid to carrier</li><li>• Entire monthly mobile device bill required</li></ul>	<ul style="list-style-type: none"><li>• <u>No</u> DISB-15 Form</li><li>• Work with carrier to reissue mobile device in University's name</li><li>• Entire bill paid to carrier</li><li>• Entire monthly mobile device bill required</li></ul>

# University of Hawaii

## Employee Mobile Device Program

Print

Form available at: <http://blog.hawaii.edu/ofaa/> → Forms → Mobile Device program

Campus:

Select the option

☒ New

☐ Update

☐ Termination

Employee Name:

EmpID:

Department:

Job Title:

Eligibility and Justification (Check at least one):

☐ *24/7 access employees:* Day-to-day job responsibilities require routine response to urgent (immediate action required) University business at any time of the day or night – e.g., addressing student/lab safety issues, answering media requests, handling on-call server operations, etc.

☐ *Mobile employees:* Job requires routine field work and needs to communicate real time with office to give or receive direction or manage official University social media.

☐ *Frequent travelers:* Defined as at least 60 travel days per year

☐ *Other business cases that meet at least one of the following criteria:*

☐ Role requires staff member to routinely respond to urgent (immediate action required) University business while staff member is away from the office.

☐ Role requires staff member to be routinely available while in remote locations.

☐ Other business case. Please Specify.



Department/Program-Furnished Mobile Device

Option to Utilize:

☐

University-Provided Mobile Device

☐

Mobile Device Allowance (\$30)

Effective Start Date:

01/01/2019

Effective End Date:

12/31/2019

### Certification and Signature

- The University provided mobile device or allowance I receive will be primarily for business.
- If the business use is no longer needed, or there is a change or interruption in service of the device, it is my responsibility to notify my department contact.
- I understand and will protect University business-related data and comply with Executive Policy E2.214, Institutional Data Classification Categories and Information Security Guidelines, whether on a University-provided device or on a personal device used for business purposes.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Approval:

Title	Name	Contact Phone #	Signature	Date
Supervisor				
Dean or Director	Jerris Hedges	692-0899		
Executive	Michael Bruno	956-7837		

Department/Program-Furnished Mobile Device or Monthly

KFS Account Number to be charged for Allowance: \_\_\_\_\_

and Account Title

# 10 DISB-15 Form

[Link: <http://blog.hawaii.edu/ofaa/> → Forms → Mobile Device Program]

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- Form Completion Tips:
  - Option: New
  - Effective Period: Not earlier than 1/1/19, no later than 12/31/19
  - Account Number: Include Account Name/Title
  - Signatures: Employee & Supervisor
  - Deadline to Fiscal: 3/29/19
- Renewals:
  - Renewal Effective Period: 1/1/20 – xx/xx/20 (no later than 12/31/20)
  - Deadline to Fiscal: 11/30/19

# 11 How do I process payment?

Employee Type:	UH Employees		RCUH Employees
(Scenarios): Options:	(1) Dept/Prgm Device	(2) Personal Device	(3) Dept/Prgm Device
<b>Support Docs:</b>			
-DISB-15 Form	X	X	
-Bill	X		X
<b>Payment:</b>			
-Pay To	Vendor	Employee	Vendor
-Amount to Pay	Total Bill	\$30 Taxable	Total Bill
-Object Code	38xx (Ask FA)	3803	38xx (Ask FA)
<b>Fund Type &amp; System Payment Document Type Options:</b>			
-Tuition, RTRF	KFS DV PCard	KFS DV	KFS DV
-Private, Federal	KFS DV RCUH AFP PCard	KFS DV	KFS DV RCUH AFP

# 12 Monthly Allowance for Personal Mobile Device: Payment Schedule & Tax Implications

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- UH Disbursing prefers monthly DVs, but will accept DVs for several months.
- Monthly allowances will be paid in arrears.
- \$30 taxable allowance will be included as wages-in-kind.
  - UH Disbursing → UH Payroll
    - *Unsure how often UH Disbursing will report to UH Payroll for inclusion on employee's paystub*
- Total of all allowances will be included in the employee's Calendar Year 2019 W-2 Form (to be issued January 2020).



# 13 What do I do?

## Next Steps

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- Eligible UH employees should complete, sign (employee & supervisor), and send forms to Fiscal Administrator
    - (Internal Note to FAs: Route all forms to Cheryl for compilation)
  - Fiscal will compile and route forms for Dean and Executive approvals
  - Upon approval by Executive, Fiscal will provide fully-executed copies to departments/programs for processing
  - Departments/programs process payments accordingly

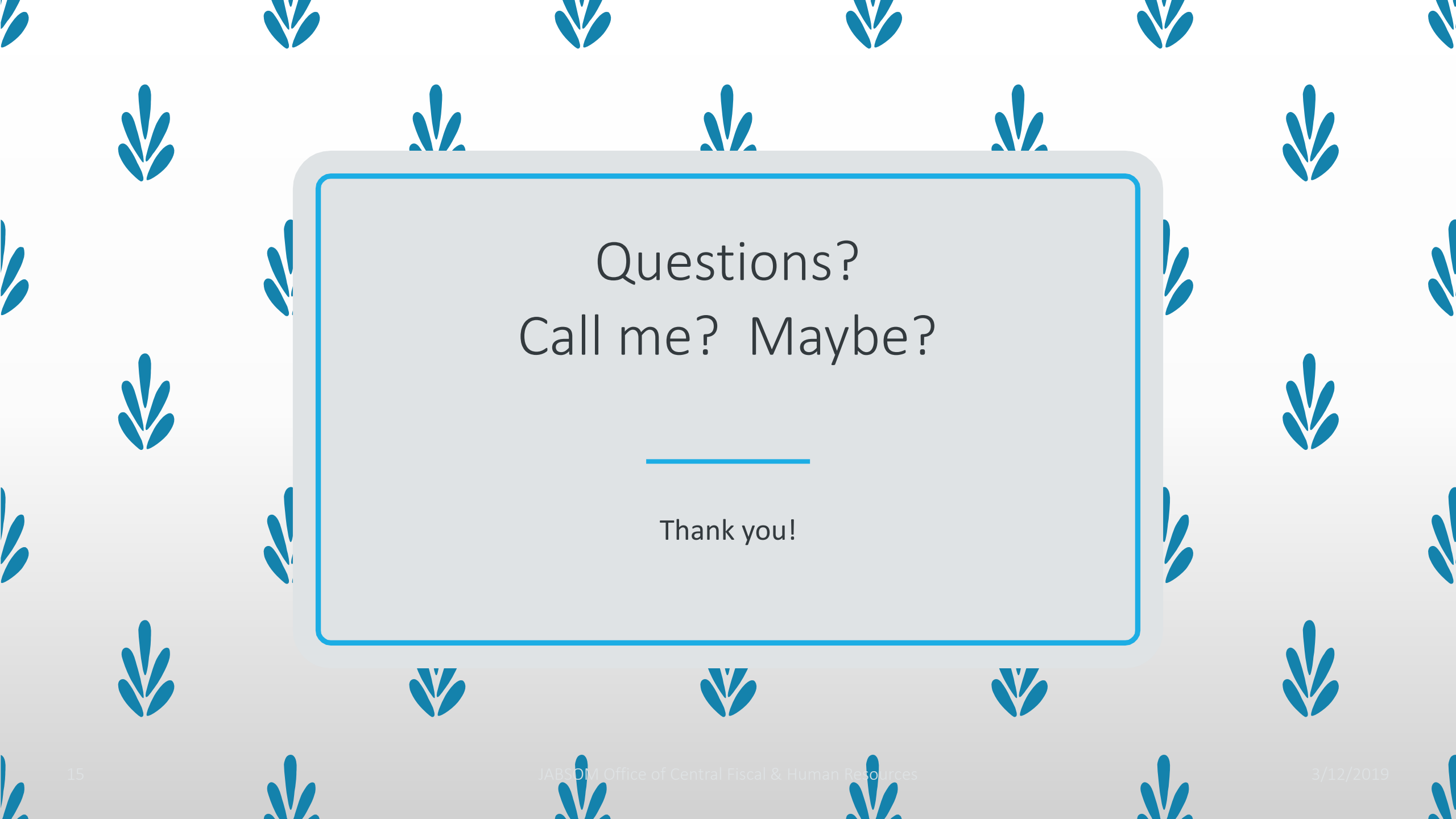
# 14 Questions & Answers

-FAQ: [http://www.fmo.hawaii.edu/payment\\_reimb/index.html#tab3](http://www.fmo.hawaii.edu/payment_reimb/index.html#tab3)

-Additional questions to Cheryl Yasunaga, [cyasunag@hawaii.edu](mailto:cyasunag@hawaii.edu), 692-0937

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1. Does the University or IT have a store that provides the mobile devices?
  - a. No. Departments/Programs shall contact the vendors noted on [SPO Vendor List 13-07](#) to purchase the desired mobile devices.
2. Does “University-provided” (as written in AP 8.853) imply that UH will pay for the mobile device?
  - a. No. Departments/Programs shall pay for these devices from their existing funding sources.
3. Are iPads and hotspots considered mobile devices?
  - a. Yes.
4. Do DISB-15 forms need to be renewed annually?
  - a. Yes. JABSOM is aiming to renew on a calendar year basis.
5. Do employees need to complete a DISB-15 form if they use a general purpose/communal mobile device?
  - a. No.
6. I primarily use the RCUH Financial Portal. May I process my UH employee’s monthly allowance via RCUH AFP?
  - a. No. Please use KFS DV for UH Payroll reporting purposes. Further, RCUH Financial Portal does not have taxable object code 3803.

The background of the slide is a light gray gradient with a repeating pattern of blue stylized leaves. A central light gray rounded rectangle with a blue border contains the text.

Questions?  
Call me? Maybe?

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Thank you!