Communication Allowance Guidelines/Processes

Renewing, Editing, Deleting and Adding Communication Allowances

NOTE: The following guidelines are as of today Monday, August 13, 2018. The SAP 25.99.09.M0.01 is currently under review. The revisions are included in the document. You will be advised of any changes in the SAP that may impact the guidelines and process referenced in the documents.

Who is Eligible? Effective September 01, 2018
Individuals employed by the university in a first responder capacity or who are regularly required to come to campus to deal with emergencies outside regular work hours.

Changes Effective September 01, 2018
The grandfathering of employees who were receiving a communication allowance at November 1, 2014 and earning less than $50,000 annually is no longer applicable.

Funding of Communication Allowance Payments
No centrally allocated funds (E&G, DT, UAF, AUF, Investment Earnings and Auxiliary Assessments) or differential tuition are allowed to pay communication allowances.

Renewing a Communication Allowance:
Departments should start by running the Workday report titled “Compensation Plan Allowance Assignments with Academic Pay Period – TAMUS”. This report will provide departments with a list of all active allowances in Workday for their department along with the amount of the allowance and the end date (if any) of the allowance. As noted in SAP 25.99.09.M0.01, Communication Allowances should not have an end/stop date unless an employee is no longer eligible for a Communication Allowance (i.e. no longer employed, moved to a position that is not eligible, employee’s request, department decision) This report should be reviewed periodically for all employees with a Compensation Plan of “Cell Phone Service Allowance”. If it is determined that the employee’s position still qualifies for a communication allowance no further action is required. Also when completing this Workday process be sure that the amount of the allowance complies with SAP 25.99.09.M0.01, Communication Allowance. This process has been outlined in the “Request Compensation Change for Communication Allowances” Workday job aid.

Request Compensation Changes cannot be submitted until the FY19 Budget Process is complete (09/01/2018) in Workday. If you try to submit the compensation change during the budget process you will get an error stating the worker has pending actions that conflict with your request.
Special Note Regarding Workday Process on September 06, 2018:

On September 6, 2018 Workday will be running a process to remove the end/stop on all active employees currently receiving a communication allowance. No actions is required of the department to renew the allowance payment unless the allowance needs to be stop in accordance with the process referenced above. After 09/08/2018 you are encouraged to run the “Compensation Plan Allowance Assignments with Academic Pay Period – TAMUS” to confirm everyone that should be receiving an allowance payment is listed.

Editing a Communication Allowance:
If an employee has a Cell Phone Service Allowance and the end date is blank a Request Compensation Changes will need to be processed to add the end date ONLY if you are stopping the allowance payment. You will follow the same process outlined in the “Request Compensation Change for Communication Allowances” job aid, but instead of clicking the Add button under Allowance you will click on the “Pencil” button. This will allow you to edit the allowance and add the end date.

Deleting a Communication Allowance:
If an employee has a Cell Phone Service Allowance with an end date the allowance will automatically be stopped on that date. If the end date is blank or you need to delete the Cell Phone Service Allowance prior to the end date follow the process outlined in the “Request Compensation Change for Communication Allowances” Workday job aid, but instead of clicking the Add button under Allowance you will click on the ‘X” button. This will delete the allowance.

Adding a Communication Allowance:
To add a Cell Phone Service Allowance to an employee follow the process outlined in the “Request Compensation Change for Communication Allowances” Workday job aid.

Biennial Review

In accordance with SAP 25.99.09.M01.01 a biennial review of employees receiving a communication allowance in the department must be made and documented by the Department Head. In the event of an audit it is the responsibility of the department to retain and present proof of review and recertification of those employees receiving a communication allowance. The method of proof of review and recertification is at the department’s discretion.

The biennial review period will begin September 1, 2019 and every other year after that.

The Guidelines and Job Aid can also be found on the Payroll Services Website site in the Spotlight Section at payroll@tamu.edu

Please email payrollprocessing@tamu.edu should you have any questions.