Biennial Communication Allowance Review

Per SAP 25.99.09.M0.01, Communication Allowance, all monthly communication allowances are to be reviewed biennially with the first biennial review being September 1, 2019. This review is performed by the employee’s department to ensure that the employee’s position still qualifies for a communication allowance and that the rate is in compliance.

Departments should start by running the report titled “Compensation Plan Allowance Assignments with Academic Pay Period – TAMUS”. This report will provide you with a list of all active allowances in Workday along with the amount of the allowance and the end date of the allowance. As noted in SAP 25.99.09.M0.01, Communication Allowance, all communication allowances should not have an end date to help facilitate the department’s annual review and renewal process.

The report should be reviewed for all employees with a Compensation Plan of “Communication Allowance”. If it is determined that the employee’s position still qualifies for a communication allowance you will not need to take any action for that employee.

Editing a Communication Allowance:
If an employee has a Communication Allowance and has an end date a Request Compensation Changes will need to be processed to remove the end date. 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 remove the end date.

Deleting a Communication Allowance:
If an employee has a Communication Allowance with an end date the allowance will automatically be removed on that date. If the end date is blank or you need to delete the Communication Allowance prior to the end date follow the 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 ‘X” button. This will delete the allowance.

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