

Payroll Services notifies colleges in the spring, each year, if there is a change to the market rates for cellular plans. Eligibility for the allowance must be reviewed on an annual basis, and new applications must be **submitted by mid-June, each year, to ensure the allowance on July pay statements.**

- Section I is to be completed by the Business Officer.
- Section II is to be completed by the Employee.
- Section III is to be completed by the Supervisor or the Department Business officer, however, leave the Business Officer signature area blank.

## **Frequently Asked Questions**

### **Q: Where can I find the form?**

A. The form is available on the [Business Center Forms page](#).

### **Q: How many of the qualification boxes need to be checked on the top of the form?**

A: At least one box needs to be checked, but you may also select more than one, if applicable.

### **Q: What Cost Center numbers am I not allowed to use?**

Cell phone allowances are NOT permitted on grants, including Federal capacity grants, or sponsored state cost centers that start with 10125XXXXX.

### **Q: Can I use more than one cost center on the form?**

A: No. You can only use one cost center on the form.

### **Q: Who signs as the Business Officer?**

A: Susan Campbell signs off as the Business Officer for the college. The form requires the employee's signature in Section II, and the supervisor's signature in Section III. Please leave the Business Officer signature area blank.

### **Q: Where do I send the completed form?**

A. After the employee and supervisor sign the form, please email the form to [Agbusinesscenter@uky.edu](mailto:Agbusinesscenter@uky.edu), prior to the deadline, and the HR Team will route for Susan Campbell's signature and processing. Please do not send the form directly to main campus Payroll Services, this will delay the process.

### **Q: Can I sign the form digitally?**

A: Yes, Digital signatures are acceptable.

### **Q: Are STEPs employees eligible for a cellular allowance?**

A: STEPs employees can receive a cellular allowance; However, the department would need to set up a non-Steps additional assignment and use that position to pay the cell allowance.

### **Q. What effective date should I use?**

A. For fiscal year renewals the effective date is always 7/1/20XX **for both biweekly and monthly** payroll assignments. For mid-fiscal year hires, then please use the appropriate date that corresponds with the begin date of the appropriate pay period.

### **Q. What should I do if an employee has a cellular allowance and separates from the University?**

A. Notify the [agbusinesscenter@uky.edu](mailto:agbusinesscenter@uky.edu) with the date of the separation.