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Technology Use Form (TUF) Overview

The Technology Use Form (TUF) application allows departments to submit an application for one of their employees to receive either reimbursement for using a personal device for University business or receive a University provided device.

Forms will be submitted by Originators for every employee using a device. The form, once submitted, will follow a predetermined workflow. After a Technology Use Form has been fully approved for a personal device, a Personnel Transaction Request (PTR) or Payroll Action Request (PAR) must be submitted to begin the technology reimbursement.

Technology reimbursements are broken into a nontaxable and taxable portion, with the nontaxable amount based on device type. Personal phone devices have a nontaxable limit of $30 per pay period. Personal other devices have a nontaxable limit of $20 per pay period. Reimbursements are paid only twice a month on the first and second paychecks.

Approval Process

Personal Device

1. Originator submits TUF
2. Device user approves the certification section on the TUF
3. Supervisor (optional for salaried employees, required for hourly employees) approves TUF
4. Responsible cost center manager approves TUF
5. Dean/VP (required if reimbursement exceeds limit, required if employee has more than one device) approves TUF

University Device

1. Originator submits TUF
2. Device user approves the certification section on the TUF
3. Supervisor (optional for salaried employees, required for hourly employees) approves TUF
4. Responsible cost center manager approves TUF
5. Dean/VP (required if employee has more than one device) approves TUF
Submitting a New Form

Submit New Form

1. Enter device user ASURITE ID.
2. Select whether the device is personal or university provided. This will determine the reimbursement information requirements.
3. Select whether the device is a phone or other, such as a tablet.
4. Enter the department contact’s ASURITE ID. The department contact may be the Originator and is who Payroll will contact with any questions. This is required.
5. If the employee has multiple jobs, a page will display after clicking “Continue.” Select the appropriate position from this list.
1. Verify that all employee information is correct.
2. Verify that the department contact is correct based on what was entered.
3. For a phone device, a 10-character phone number is required.
4. Select whether or not the employee is or will be reimbursed for another personal device.
5. Select whether or not the employee is or will be provided another University device.
6. Enter the business need for the recipient to have the device.
Device Information – Other Device

**Submit New Form**

Arizona State University  
Technology Use Form (TUF)

Employee Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>[ ]</td>
</tr>
<tr>
<td>Employee ID</td>
<td>[ ]</td>
</tr>
<tr>
<td>HR Department Code</td>
<td>D0201003</td>
</tr>
<tr>
<td>Position Number</td>
<td>[ ]</td>
</tr>
<tr>
<td>Employee Job Title</td>
<td>[ ]</td>
</tr>
<tr>
<td>Employee Status (if Hourly)</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Department Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>[ ]</td>
</tr>
<tr>
<td>Phone Number</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Device Information

**Personal Device**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Device Type</td>
<td>[ ]</td>
</tr>
<tr>
<td>Device Type (if Other Device selected)</td>
<td>[ ]</td>
</tr>
<tr>
<td>Device Serial Number</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Will the employee be reimbursed for more than one device by ASU? If yes, Dean/VP approval is required.

<table>
<thead>
<tr>
<th>Option</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>[ ]</td>
</tr>
<tr>
<td>No</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Will the employee be provided another device by ASU? If yes, Dean/VP approval is required.

<table>
<thead>
<tr>
<th>Option</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>[ ]</td>
</tr>
<tr>
<td>No</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Business Need for Device:

Employee needs to be able to conduct university business while away from the workplace.

1. Verify that all employee information is correct.
2. Verify that the department contact is correct based on what was entered.
3. For other devices, enter the device type and serial number.
4. Select whether or not the employee is or will be reimbursed for another personal device.
5. Select whether or not the employee is or will be provided another University device.
6. Enter the business need for the recipient to have the device.
Reimbursement Information – Personal Devices

1. For personal devices, enter the start and end date for the reimbursement. The maximum span is one year. The start date cannot be back dated.
2. For personal devices, enter the reimbursement amount that will be paid each pay period. The application will calculate the nontaxable/taxable portions and determine the monthly amount.
   a. The nontaxable reimbursement limit for phone devices is $30 per pay period.
   b. The nontaxable reimbursement limit for other devices is $20 per pay period.
3. For personal devices, the account distribution information from position accounting will be displayed. If the position number is mapped for earnings codes TEC or TSN that distribution will be displayed. If the position number is not mapped for earnings code TEC or TSN the distribution for regular earnings will be displayed.
1. For University devices, the account distribution information from position accounting will be displayed. If the position number is mapped for earnings codes TEC or TSN that distribution will be displayed. If the position number is not mapped for earnings code TEC or TSN the distribution for regular earnings will be displayed.
Approval Information

1. For salaried employees, supervisor approval is optional, but is required for hourly employees.
2. If you would like an additional notification email sent to another user you may enter that information here.
3. Each account that was listed in the Distribution Information section is listed with all available approvers. An approver must be a cost center manager in the FMS and have the ASU_HR_HR_PTR Approver role. Select one approver from each account list.
4. Dean/VP approval is based on the reimbursement amount and the user having more than one device. If the conditions have been met, then select one approver from the list.
Approving the Form

Employee Certification

1. Employee must agree to the certification for reimbursement section of the form. If employee does not agree, form will be cancelled.
2. Worklist showing pending approvers.
3. Employee can enter comments related to the business need or reason for denial. Comments are required when cancelling the form.
Supervisor Approval (if applicable)

<table>
<thead>
<tr>
<th>Role(s)</th>
<th>User Name</th>
<th>Action</th>
<th>Action Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient</td>
<td></td>
<td>Confirmed</td>
<td>12/31/2019</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost Center Manager</td>
<td></td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP</td>
<td></td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments (limits 300 characters):

1. Worklist showing pending approvals.
2. Supervisor can enter comments related to business need or reason for denial. Comments are required when cancelling the form.
Cost Center Manager Approval

1. Worklist showing pending approvals.
2. Cost Center Managers can enter comments related to business need or reason for denial. Comments are required when cancelling the form.
Dean/VP Approval

<table>
<thead>
<tr>
<th>Role(s)</th>
<th>User Name</th>
<th>Action</th>
<th>Action Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient</td>
<td></td>
<td>Confirmed</td>
<td>12/03/2019</td>
<td></td>
</tr>
<tr>
<td>Cost Center Manager</td>
<td></td>
<td>Confirmed</td>
<td>12/31/2019</td>
<td></td>
</tr>
<tr>
<td>VP</td>
<td></td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments (limits 300 characters):

1. Worklist showing pending approvals.
2. Dean/VP can enter comments related to business need or reason for denial. Comments are required when cancelling the form.
Cancelling a TUF

A TUF can be cancelled at any stage in the approval process or after the form has been fully approved. Contact your Financial Services accountant to cancel a TUF after it has been fully approved. If a TUF is cancelled, a new form must be submitted to restart authorization for a device.

TUF Dashboard

The dashboard may be used by departments to check the status of the TUF form, devices assigned to their department, reimbursement amounts and reimbursement start and stop dates. During payroll reconciliation reviews, Financial Services will perform monthly comparisons between TUFs and subsidies paid by departments.