Technology Use Form business process guide

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Technology Use Form overview

The Technology Use Form application allows departments to apply for an employee to receive reimbursement for conducting university business on a personal device or receive a university-provided device.

Please submit a separate form for every employee using a device. The form follows a predetermined workflow once submitted. After a Technology Use Form is fully approved for a personal device, a Personnel Transaction Request or Payroll Action Request must be submitted to begin the technology reimbursement.

Technology reimbursements are broken into nontaxable and taxable portions, with the nontaxable amount based on the 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 with a maximum nontaxable amount of $30 per pay period.

Approval process

Personal device

1. The originator submits a TUF.
2. The device user approves the certification section on the TUF.
3. The supervisor approves the TUF, which is optional for salaried employees and required for hourly employees.
4. The responsible cost center manager approves the TUF.
    The dean or vice president — required if reimbursement exceeds the limit or if the employee has more than one device — approves the TUF.

University device

1. The originator submits a TUF.
2. The device user approves the certification section on the TUF.
3. The supervisor approves the TUF, which is optional for salaried employees and required for hourly employees.
4. The responsible cost center manager approves the TUF.
5. The dean or vice president — required if the employee has more than one device — approves the TUF.
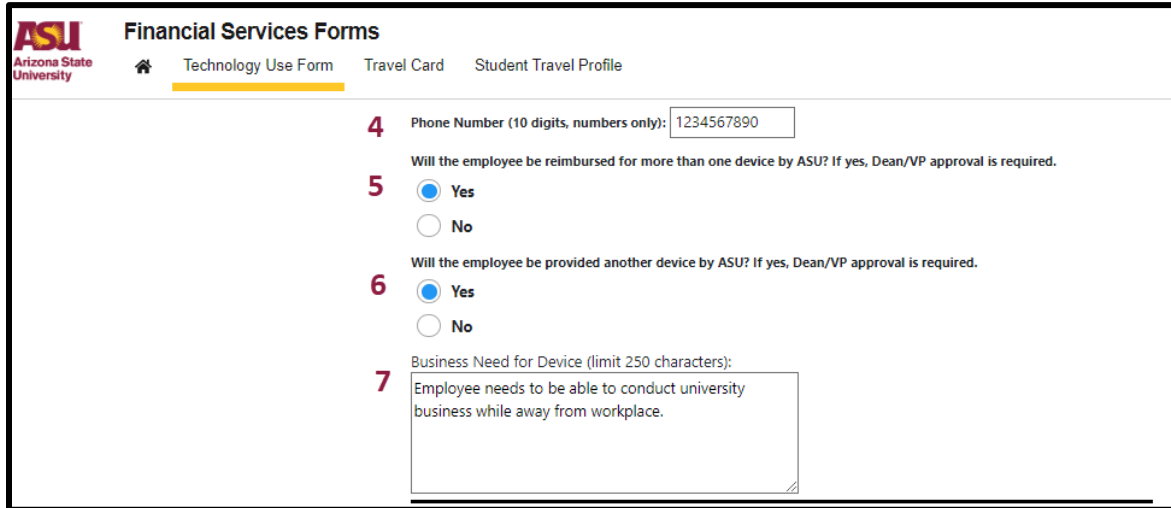
Submitting a new form

1. Enter the device user's ASURITE or affiliate ID. Verify that the employee's information is correct.
2. Select whether the device is personal or university-provided to determine the reimbursement information requirements.
3. Choose if the device is a phone or other, such as a tablet.

Device information — phone

1. For a phone, a 10-character phone number is required.
2. Select whether the employee is or will be reimbursed for another personal device.
3. Choose whether the employee is or will be provided another university device.
4. Enter the business need for the recipient to have the device.

Device information — other device

1. Enter the device user's ASURITE or affiliate ID. Verify that the employee's information is correct.
2. Select whether the device is personal or university-provided to determine the reimbursement information requirements.
3. Select whether the device is a phone or other, such as a tablet. For other devices, enter the device type and serial number.
4. Choose whether the employee is or will be reimbursed for another personal device.
5. Select whether the employee is or will be provided another university device.
6. Enter the business need for the recipient to have the device.
7. For university devices, enter the start and end date for the reimbursement. The maximum span is one year. The start date cannot be backdated.
8. It is required to enter the department contact's ASURITE ID or 10-digit employee ID. The department contact may be the originator and is who Payroll will contact with any questions. Verify that the department contact is correct.

View Forms Techuse ⌃

- Submit New Form
- Forms Requiring Approval
- Forms In Process
- Completed Forms
- Canceled Forms
- Search Forms
- Dashboard Report

Submit New Form

Technology Reimbursements

1. are based on a valid continuing business need
2. are reimbursed in the 1st and 2nd paychecks each month
3. cannot be paid in lieu of other compensation
4. must be reauthorized every 12 month

Employee Information

Tip: Enter a valid Recipient's Asurite or Affiliate ID, form will fill recipient's info or **Search for recipient**

1 Recipient Asurite id: 10 digit Employee id:
[▮▮▮]   [▮▮▮]

Employee Name:
[▮▮▮]

HR Department Code: Position Number:
[▮▮▮]   [▮▮▮]

Device Information

2 Select Device Ownership:
○ Personal Device
● University Device

3 Select Device Type:
○ Phone Device
● Other Device

Device Type(if Other Device selected): [tablet]

Device Serial Number: [sjkghfs98y987]

Will the employee be reimbursed for more than one device by ASU? If yes, Dean/VP approval is required.
4 ○ Yes
● No

Will the employee be provided another device by ASU? If yes, Dean/VP approval is required.
5 ○ Yes
● No

Business Need for Device (limit 250 characters):
6 [Employee needs to be able to conduct university business while away from the workplace.]

7 Begin Date: [07/01/2023] End Date: [06/30/2024]

Contact Information

Tip: Enter a valid Contact's Asurite or Affiliate ID, form will fill Contact's info **Search for contact**

8 Contact Asurite id: 10 digit Employee ID
[▮▮▮]   [▮▮▮]

Name:
[▮▮▮]

Email:
[▮▮▮]

[Cancel]   [Continue]

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 backdated.
2. For personal devices, enter the reimbursement amount to be paid during the first two pay periods of each month. The application will calculate the nontaxable and taxable portions and determine the monthly amount. The maximum nontaxable reimbursement is $30 per pay period.
   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. It is required to enter the department contact's ASURITE ID or 10-digit employee ID. The department contact may be the originator and is who Payroll will contact with any questions. Verify the department contact is correct.
4. If the employee has multiple jobs, a page will display after clicking **Continue**. Select the appropriate position from this list.

Reimbursement Information (for Personal Devices)

Monthly reimbursement per device cannot exceed actual monthly cost to employee.
Reimbursements in excess of the Reimbursement Limit will require Dean/VP approval.
Technology Subsidies are paid on the 1st and 2nd paychecks each month (24 times per year).

1 Begin Date: 08/18/2023   End Date (No more than 1 year after begin date): 11/02/2023

Reimbursement per Pay Period: **2** 35.00

ASU Standard Phone Device Reimbursement Limit is $30 per Pay Period.

Phone Nontaxable Reimbursement (Lesser of $30.00 or Reimbursement per Pay Period): 30.00

Phone Taxable Reimbursement (Reimbursement per Pay Period less Nontaxable): 5.00

Total Phone Reimbursement per Pay Period: 35.00

Total Monthly Reimbursement: 70.00

Click here to refresh the calculation **Recalculate**

Contact Information

Tip: Enter a valid Contact's Asurite or Affiliate ID, form will fill Contact's info **Search for contact**

Contact Asurite id: 10 digit Employee ID

3

Name:

Email:

Cancel   Continue

Distribution information — personal and university devices

The Technology Use form will display the account distribution information from position accounting for personal and university devices. That distribution is shown if the position number is mapped for earnings codes TEC or TSN. If the position number is not mapped for earnings code TEC or TSN, the distribution for regular earnings is displayed.

Submit New Form

Arizona State University
Technology Use Form (TUF)

Distribution Information: more info

TEC - Taxable Technology Subsidy (TEC)   **1**

Driver	Cost Center:	Dept Rpt:	Dept Rpt Roll	ASU Audit	Academic Employee	Distribution Percentage:
PG12198	CC0391				E04561	100

Approval information

Approving the form

1. For salaried employees, supervisor approval is optional but required for hourly employees.
2. If you want an additional notification email sent to another user, you may enter the information in the **Additional email for notification** field.
3. Each account listed in the distribution information section is listed with all available approvers. An approver must be a cost center manager in Workday and have the **ASU_HR_HR PTR Approver** role. Select one approver from each account list.
4. Dean or vice president approval is based on the reimbursement amount and the user's multiple devices. Select one approver from the list if the conditions are met.

Please enter following information:

Supervisor ASURITE ID (optional) : **Search for Supervisor**

■ **1**

Additional email for notification (optional):

■ **2**

Select one Manager for each HR Cost Center/Grant: **3**

PG12198 / CC0391

⦿ ■

Select Dean/VP: **4**

⦿ ■

Cancel   Continue

Employee certification

1. Employees must agree to the certification for reimbursement section of the form. The form is canceled if employees disagree.
2. Employees can enter comments related to the business need or reason for denial. Comments are required when canceling the form.

Employee Cerification

I agree to follow the ASU security practices to protect data on my phone.
These practices are at https://getprotected.asu.edu/policy-practices/telecommuting-mobile-and-travel-safety and may be updated from time to time.
These security practices include requirements regarding pins/passwords, encryption, anti-virus and other security measures.
I understand that my department's Deskside IT staff, the campus tech studios (
https://uto.asu.edu/services/campus-it-resources/techstudio),
or the Help Desk (1-855-278-5080) can help me set up my phone to comply with the ASU security practices.

I will comply with all University policies including the use and transmission of data

I agree with the business need as stated. If it changes, I will notify my supervisor or department representative.

If I am an hourly employee, I have been given written procedures
for the reporting of time worked outside of my normal work schedule.

I will remain subscribed to receive ASU Alerts and Advisories via text message on this device (information can be found at alerts.asu.edu)

If I am receiving a technology reimbursement for a personal device I also agree to the following (does not apply to university provided devices):

1. I agree to provide my monthly billing summary for my personal device(s), if requested. I understand such requests may be required in order to ensure ASU is in compliance with IRS guidelines related to nontaxable technology reimbursements.
2. If my monthly service plan falls below the monthly subsidy amount, I will notify my supervisor or department representative.
3. I understand the subsidy amount per pay period shown will be paid to me as reimbursement of my personal technology service plan in the 1st and 2nd paycheck each month.

1 ☑ I agree

☐ I do not agree the form request is canceled

[Cancel] [Continue]

User acceptance approval

1. The worklist shows pending approvals.
2. Recipients can enter comments related to the business need or reason for denial. Comments are required when canceling the form.

Approval Worklist

Form Status: Awaiting User acceptance **1**

Form Originated by: ███████████ On **8/18/2023 10:14:59 AM**

Role(s)	User Name	Action	Action Date	Comments
Recipient	████████	Pending		
Supervisor	██████████	Pending		
Cost Center Manager	█████████	Pending		
VP	█████████	Pending		

Comments (limits 300 characters):

2

[Cancel form] [Approve form]

Supervisor approval — if applicable

1. The worklist shows pending approvals.
2. Supervisors can enter comments related to business needs or reasons for denial. Comments are required when canceling the form.

Approval Worklist

Form Status: Awaiting Supervisor approval **1**

Form Originated by: ███████████ On **8/18/2023 8:57:28 AM**

Role(s)	User Name	Action	Action Date	Comments
Recipient	████████	Confirmed	08/18/2023	
Supervisor	██████████	Pending		
Cost Center Manager	█████████	Pending		
VP	█████████	Pending		

Comments (limits 300 characters):

2

[Cancel form] [Approve form]

Cost center manager approval

1. The worklist shows pending approvals.
2. Cost center managers can enter comments about business needs or reasons for denial. Comments are required when canceling the form.

Dean and vice president approval

1. The worklist shows pending approvals.
2. Deans or vice presidents can enter comments about business needs or reasons for denial. Comments are required when canceling the form.

Canceling a TUF

A TUF can be canceled at any stage in the approval process before it's fully approved. If a TUF needs to be canceled after it's fully approved, contact your Financial Services accountant. If a TUF is canceled, you must submit a new form to restart a device authorization.

TUF dashboard

Departments can use the dashboard to check the status of the TUF form, devices assigned to their department, reimbursement amounts, and start and stop dates. During payroll reconciliation reviews, Financial Services performs monthly comparisons between TUFs and subsidies paid by departments.