Contents

Technology Use Form (TUF) Overview ...................................................................................... 3
Approval Process ....................................................................................................................... 3
Submitting a New Form .............................................................................................................. 4
  Submit New Form ................................................................................................................... 4
  Device Information – Phone Device ........................................................................................ 5
  Device Information – Other Device ......................................................................................... 6
  Reimbursement Information – Personal Devices .................................................................... 7
  Distribution Information – University Device ............................................................................ 8
Approval Information ............................................................................................................... 9
Approving the Form ..................................................................................................................10
  Employee Certification ...........................................................................................................10
  Supervisor Approval .............................................................................................................11
  Account Signer Approval .......................................................................................................12
  Dean/VP Approval .................................................................................................................13
Cancelling a TUF ......................................................................................................................14
TUF Dashboard ........................................................................................................................ 16
Technology Use Form (TUF) Overview

The 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 receiving 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.

Technology reimbursement will now be broken into a non-taxable and taxable portion, with the non-taxable amount based on device type. Personal phone devices have a non-taxable limit of $30 per pay period. Other personal devices have a non-taxable limit of $20 per pay period. Reimbursements are paid only twice a month on the first and second paychecks.

Departments must contact their Payroll Representative to start or stop a Payroll Additional Pay for a technology subsidy. Submitting a TUF form will not create a payroll transaction.

Approval Process

Personal Device

1. The originator submits the TUF.
2. The device user approves the certification section on the TUF.
3. The supervisor approves the TUF. This is optional for salaried employees and required for hourly employees.
4. The responsible account signer approves the TUF.
5. The Dean or VP, if the reimbursement exceeds the limit or if the employee has more than one device, approves the TUF.
6. The department contacts its Payroll Representative to initiate the Additional Pay for the technology subsidy through Payroll.

University Device

1. The originator submits the TUF.
2. The device user approves the certification section on the TUF.
3. The supervisor approves the TUF. This is optional for salaried employees, and required for hourly employees.
4. The responsible account signer approves the TUF.
5. If the employee has more than one device, the Dean or VP approves the TUF.
Submitting a New Form

Submit New Form

1. Enter the device user's ASURITE ID.
2. Select if the device is personal or provided by the university. This will determine the reimbursement information requirements.
3. Select if 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.

If an employee has more than one device, a separate TUF form must be processed for each device.
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

Technology Use Form application

Employee Information

Employee Name: [Redacted] Employee ID: [Redacted] HR Department Code: D0201003 Employee Job Title: Accountant Sr Position Number: [Redacted] Employee Status (if Hourly, Supervisor approval will be required): Salary

Department Contact

Department Contact Name: [Redacted] Department Contact Phone: 480/965.9288

Device Information

Device Type: Other Device Type (if Other Device selected): tablet Device Serial Number: asdf15011fesdf151ff Will the employee be reimbursed for more than one device by ASU? If yes, Dean/VP approval is required.

☐ Yes  ☐ No

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

☐ Yes  ☐ No

Business Need for Device (limit 250 characters):

Employee needs to be able to conduct university business while away from 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 non-taxable and taxable portions and determine the monthly amount.
   a. The nontaxable reimbursement limit for phones 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.
1. For salaried employees, supervisor approval is optional, but is required for hourly employees.
2. Each account listed in the Distribution Information section is listed with all available approvers. An approver must be an account signer in Advantage and have the PTR Approver role. Select one approver from each account list.
3. 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

<table>
<thead>
<tr>
<th>Employee Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will comply with all University policies including the use and transmission of data.</td>
</tr>
<tr>
<td>I agree with the business need as stated. If it changes, I will notify my supervisor or department representative.</td>
</tr>
<tr>
<td>If I am an hourly employee, I have been given written procedures for the reporting of time worked outside of my normal work schedule.</td>
</tr>
<tr>
<td>I will remain subscribed to receive ASU Alerts via text message on this device (information can be found at alerts.asu.edu).</td>
</tr>
<tr>
<td>If I am receiving a technology reimbursement for a personal device I also agree to the following (does not apply to university provided devices):</td>
</tr>
<tr>
<td>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 non-taxable technology reimbursements.</td>
</tr>
<tr>
<td>2. If my monthly service plan falls below the monthly subsidy amount, I will notify my supervisor or department representative.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>I agree: [ ] do not agree: [ ]</td>
</tr>
</tbody>
</table>

### Approval Worklist

| Form status: Awaiting User acceptance |
| Technology Use Form originated by [ ] on 9/17/2013 at 06:18:23 |

<table>
<thead>
<tr>
<th>Role</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Approval</td>
<td>pending</td>
</tr>
<tr>
<td>Supervisor Approval</td>
<td>pending</td>
</tr>
<tr>
<td>Account Signer Approval</td>
<td>pending</td>
</tr>
<tr>
<td>Dean/VP Approval</td>
<td>pending</td>
</tr>
</tbody>
</table>

### Comments:

1. The employee must agree to the certification of the form. If the employee does not agree, the form will be cancelled.
2. A worklist will display the pending approvers.
3. The employee can enter comments related to the business need or reason for denial. Comments are required when cancelling the form.
## Supervisor Approval

### Approval Worklist

<table>
<thead>
<tr>
<th>Approval Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form status: <strong>Awaiting Supervisor approval</strong></td>
<td></td>
</tr>
</tbody>
</table>

**User Approval**

**Supervisor Approval**
- Pending

**Account Signer Approval**
- Pending
- Pending

**Dean/VP Approval**
- Pending

**Comments:**

1. A worklist will display the pending approvals.
2. The supervisor can enter comments related to the business need or reason for denial. Comments are required when cancelling the form.

[Buttons: Cancel Form, Approve]
Account Signer Approval

1. A worklist will display the pending approvals.
2. The account signer can enter comments related to the business need or reason for denial. Comments are required when cancelling the form.
1. A worklist will display the pending approvals.
2. The Dean/VP can enter comments related to the business need or reason for denial. Comments are required when cancelling the form.
Cancelling a TUF

A TUF can be cancelled at any stage of the approval process or after the form has been fully approved. If a TUF is cancelled, a new form must be submitted to restart authorization for a device.

1. From the left-hand menu, choose **Forms in Process** or **Completed Forms**.
2. Select the form you would like to cancel.
Cancelling a TUF

1. A worklist will display the approvals and the current status of the form.
2. Comments are required when cancelling the form.
3. Click Cancel Form.
TUF Dashboard
The dashboard may be used by departments to check the status of the TUF form, devices assigned to a department, reimbursement amounts and reimbursement start and stop dates.

The TUF Dashboard is located under the Payroll Menu on the Dashboard website. All users with HR Data Warehouse access will have access to the TUF Dashboard.

If you have any questions, please contact your accountant in Financial Services.