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.
### 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 months.

#### Employee Information

- **Recipient Asurite ID:** [Enter recipient's Asurite ID]
- **10-digit Employee ID:** [Enter 10-digit employee ID]
- **Employee Name:** [Enter employee's name]
- **HR Department Code:** [Code]
- **Position Number:** [Number]

#### Device Information

- **Select Device Ownership:**
  - [ ] Personal Device
  - [x] University Device
- **Select Device Type:**
  - [ ] Phone Device
  - [ ] Other Device
  - **Device Type (Other Device selected):** [tablet]
- **Device Serial Number:** [serial number]

#### Additional Details

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

5. **Will the employee be provided another device by ASU?** If yes, Dean/VP approval is required.
   - [ ] Yes
   - [ ] No

6. **Business Need for Device (limit 230 characters):**
   - 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 Recipient's Asurite or Affiliate ID, form will fill recipient's info or **Search for recipient**
- **Recipient Asurite ID:** [Enter Asurite ID]
- **10-digit Employee ID:** [Enter employee ID]

- **Name:** [Enter name]
- **Email:** [Enter email]

**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.
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.

<table>
<thead>
<tr>
<th>TEC - Taxable Technology Subsidy (TEC)</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driver</td>
<td>Cost Center:</td>
</tr>
<tr>
<td>PG12198</td>
<td>CC0391</td>
</tr>
</tbody>
</table>
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.
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.
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.

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.
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.