

## Frequently Asked Questions Transition from Master Account to Wireless Allowance

**Why are we moving to allowance program?** Compliance with IRS rules concerning “listed property” is the primary reason for moving to an allowance program. Listed property is business equipment that lends itself easily to personal use. The IRS considers use of listed property a taxable benefit. The reporting required to comply with IRS rules would off-set any benefit associated with University issued phones.

**Who is eligible to receive a wireless allowance?** Employees who are mobile for significant portions of their work period, respond to emergencies, restore services or assess damages, and/or have substantial decision making responsibility within the University may be approved for a wireless allowance depending on their specific job requirements. Allowance requests must be approved by a VP.

**How will I receive the allowance?** Eligible employees will receive the allowance with their payroll 24 times per year.

**Will I be taxed on the allowance?** Yes. The allowance is a taxable benefit under IRS rules.

**How much will I receive?** The allowance amount provided will depend on the employee’s specific job requirements. The allowance amounts are as follows:

- Equipment - \$5.00
- Voice - \$45.00
- Text Messaging - \$5.00
- Data - \$45.00

The allowance amount is intended to cover the business use of an employee’s personal phone, not the entire cost of the phone.

**How were the allowance rates determined?** The University conducted a review of our current cell phone usage and costs. We also researched wireless plans available in the market place, and the allowance programs of other schools.

**How do I sign up for an allowance?** Talk with your supervisor and complete the allowance authorization form located on the Webster University website. Forward the authorization form to your VP for approval. You will receive a confirmation email when your allowance has been approved.

**When will I start receiving an allowance?** Allowances for contract employees will begin with the October 15<sup>th</sup> payroll. Staff allowances will begin with the October 23<sup>rd</sup> payroll. The allowance authorization form must be completed and approved prior to September 28<sup>th</sup> to begin as indicated above.

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**Will I still need to carry two phones, one for business use and one for personal use?** No. Eligible employees will no longer have to carry two phones. Employees will also have the freedom to choose the device and carrier they prefer.

**Does the allowance program include equipment?** Yes. All employees who are eligible for the allowance program will receive \$5.00 per month for equipment.

**Can I keep the Webster University phone I currently carry?** Yes. You may keep your current device.

**Can I keep my Webster University phone number, but switch to a different carrier?** Yes. Once your allowance is approved, you will receive an email with the information you will need to port your number to a different carrier.

**Can I just use my personal phone instead of my Webster phone?** Yes. Once your allowance is approved, you will receive an email with instructions for canceling your Webster phone number.

**Will the University continue to provide technical support?** IT will provide support for connecting Blackberries and iPhones to the email network. IT will not support other data devices such as Treo, or Blackjack. Employees will contact their carrier directly for assistance with billing issues, rate-plan changes, warranty replacements, voicemail, text messaging or other features. Webster University will no longer provide billing support.

**Will the University reimburse me for international calls?** The University will reimburse employees for international business calls. Employees will use the expense reporting process to submit a reimbursement request. The reimbursement request must include the business purpose and itemized documentation. See the Wireless Allowance policy for additional details.

**How long will I have to move my service to a personal account?** Employees who currently have a University issued phone, and are eligible for the wireless allowance, have until November 20<sup>th</sup> to transfer their line of service to a personal account.

**Do I have the option of staying on the master account?** A small number of phones will remain on the master account. This includes shared phones, on-call phones and some Facilities and IT phones that remain on campus at the end of the work day. All other phones will be transferred to a wireless allowance or canceled.