

THE UNIVERSITY OF MICHIGAN – FLINT

Office of University Human Resources

The University of Michigan established a Tech Tools SPG (514.04) effective January 1, 2013. The Flint Campus Office of University Human Resources and Financial Services & Budget have established the following steps in order to comply with the Tech Tools SPG as well as the Flint Campus signature authority guidelines.

Step 1: Determination of the Need for University Owned or Personally Owned Tech Tool Usage

The supervisor and department head make the determination as to whether or not an employee needs to use a tech tool for business purposes. If the employee is required to use a tech tool, there are three options:

1. Personally Owned Device – 50% or more business usage includes a stipend (*recommended option by SPG 514.04, Section I, Part B*).
2. University Owned Device carried by only one employee – 85% or more business usage is fully paid by the University, or between 51% and 84% business usage can be either fully paid by the University or the department can determine a proportionate amount to charge to the employee using a payroll deduction form.
3. University Owned Device carried by multiple employees – is fully paid by the University. An example is a phone(s) located in a department checked out by employees during the work week to be used while on University property or at work. This arrangement does not require the steps listed below. However, departments utilizing this option need to have a policy in place which identifies each employee check out and check in time for each phone. Departments are highly encouraged to create a monitoring system to track the phone(s) usage for appropriate business purposes.

Step 2: Verification Statements Required

Each employee, identified as either 1 or 2 above, must submit a verification statement. Form is located: https://www.umflint.edu/sites/default/files/groups/Human_Resources/flint_tech_tools_verification_statement.pdf
Please complete the Verification Statement in the link provided.

Once approved the supervisor will route the approved verification statement to the Human Resources Office, via email at: Dept.Human_Resources@umflint.edu or send it directly to the Human Resources office at: 213 University Pavilion. Attention: Tech Tools authorization.

If the tech tool is personally owned, (Option 1 above), then the manager will need to approve the expense and follow steps 3-6 listed below.

If the tech tool is university owned and will not require payroll deductions, the manager's approval completes the process. If the tech tool is university owned (Option 2 above) and payroll deductions are determined, (at the discretion of the department Director), please go to Step 4.

Step 3: Support Documentation of Personally Owned Devices

Each employee must submit a copy of their personal tech tool bill to their supervisor for review. The supervisor will make a determination regarding the amount of stipend to provide the employee based on the bill. It is the responsibility of the supervisor to review documentation and authorize the reimbursement amount, per SPG 514.04 guidelines. Please attach a copy of the verification statement for the PAR transaction.

Step 4: Additional Pay Workflow for Stipend or Payroll Deduction Form

Based on the bill, a manager can authorize up to \$50 as a monthly stipend (Option I listed under Step 1). Any amount over \$50.00 must receive approval from the Vice Chancellor of the area (please note that exceptions over \$50 are rare). Supervisor or department designee must create an Additional Pay Workflow in order for the employee to receive a stipend. The copy of the verification statement will need to be uploaded to the Additional Pay Workflow (PAR) transaction. Please refer to the “Quick Tips – Workflow Information for Additional Pay, Department Budget Earnings, Terminations and Tech Tools” located at http://www.umflint.edu/hr/Policies_&_Procedures.htm, under “Tools for M-Pathway HR Users”.

If the employee is receiving a University paid device and they are using the device for personal reasons, which exceed 15%, then the department may authorize a deduction appropriate with the amount of personal use (Option 2 listed under Step 1) Please complete the Payroll Deduction Form located at <http://www.umflint.edu/hr/forms.htm>.

Step 5: Human Resources Approval

University Owned, full paid tech tools – The department must send a copy of the email approval from the verification statement to the Flint University Human Resources Office, 213 UCEN, or through email at UMFTechTools@umflint.edu.

University Owned, payroll deduction tech tools – The department must send (1) a copy of the email approval from the verification statement and (2) the payroll deduction form to the Flint University Human Resources Office, 213 UCEN or through email at UMFTechTools@umflint.edu.

Personally Owned, stipend approved tech tools – The department must (1) email approval from the verification statement to Flint University Human Resources, 213 UPAV, or through email at UMFTechTools@umflint.edu. The Flint University Human Resources will not approve the additional pay workflow (created in Step 4) until the verification statement is received.

Step 6: Renewal Process and Paperwork Retention

Eligibility must be re-verified in June of each year. Stipends can be up to one year in length based on the re-verification. It is the department’s responsibility to monitor usage on University owned equipment to determine if the employee is required to reimburse for the additional charges.

The Department is required to hold a copy of the documents used for processing for 2 years. The Flint – UHR will scan the documents to the PAR transaction.

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