INDIANA
WORKFORCE
DEVELOPMENT
AND ITS WorkOne CENTERS

TO: Indiana's Workforce Development System

FROM: Randy Gillespie
Chief Financial Officer

DATE: June 25, 2012

SUBJECT: DWD Policy 2011-17
Mobile Device Reimbursement for DWD Employees

PURPOSE

The purpose of this policy is to define the eligibility requirements for the issuance of blackberries by the Indiana Department of Workforce Development (DWD), and establish a policy for the approval and reimbursement of employee data charges on employee-owned devices in lieu of employees carrying a state-owned data device.

SCOPE

This policy applies to all regular full-time DWD employees.

DEFINITIONS

Personal data charge – data charges to an individual's mobile data device (e.g. cell phone, smartphone, pda) - that are incurred by the individual, either partially or totally, to enable the DWD employee to execute their duties.

STATEMENT OF POLICY

A Blackberry device may be provided by DWD to an employee that is regularly away from a work computer during work hours who needs immediate email access or who regularly collaborates on work-related issue via email during evenings and weekends.

An employee that is eligible for a Blackberry device may opt to utilize his/her personal mobile device to receive work phone calls and emails in lieu of being issued a DWD Blackberry and receive a reimbursement of $30.00 per month.

Important note for reimbursements of email data charges and phone minutes on personal devices: *Only certain phones are able to receive work email (Blackberry, iPhone, Droid. etc). This reimbursement will NOT likely fully cover the monthly service charge on the device. It is intended to cover only work- related emails and phone calls. Voicemail service, text messaging and tethering are not reimbursable. If an employee utilizes texting and/or tethering for work then*

a State-issued Blackberry is the recommended solution. An employee cannot be issued a DWD Blackberry and also receive a $30.00 reimbursement payment.

SPECIAL PROVISIONS REGARDING REIMBURSEMENT FOR YOUR PERSONAL DEVICE

Employees who obtain authorization for reimbursement for a personal device shall also be subject to the following:

- Provide the cell phone number to others for work purposes (the same as if the phone was State issued).
- Lock devices that receive work email with a password to prevent unauthorized access.
- Use the device for work (i.e. receive and send work emails via the device).
- Understand that the Indiana Office of Technology does not support personal (not owned by the State) devices. Ultimately the responsibility for the personal device and the success of its sending/receiving work emails belongs to the employee.

AUTHORIZATION

To receive a State-issued device or reimbursement of business expenses on your personal device, the employee must obtain approval from the Deputy Commissioner and Supervisor on the DWD Mobile Data Plan Reimbursement form.

Important note: *DWD reserves the right to withdraw authorization for a State-issued device and to discontinue reimbursements for personal devices at anytime and for any reason.*

REIMBURSEMENT PROCEDURE

After obtaining authorizations for reimbursement, employees must be entered into PeopleSoft. In order to be reimbursed please complete the following instructions:

Initial Procedure to become set-up in PeopleSoft to receive reimbursements:

- Fill out a Vendor Information Form (SF # 53788). (Tips: On the top of the form the word "EMPLOYEE" should be written; in front of the SSN, please enter "EE"; and have your financial institution complete its section.)
- Send the completed form to the DWD Accounting Department; Indiana Department of Workforce Development; 10 N. Senate Avenue; Indianapolis, IN 46204 who will then forward the form to the Auditor of the State for processing into Encompass for reimbursements. Employees may receive reimbursements after entering the Vendor Information Form into the system and complete the reimbursement procedure that follows.
- If you are already set up to receive reimbursements, you do not need to complete the Vendor Information Form. Contact DWD Accounting Department if you are unsure of your reimbursement eligibility status.

Procedure to submit for reimbursement:

- Submit a copy(ies) of your monthly billing statement(s). Submissions can be done either monthly or quarterly at the employee's discretion.

- Submit a signed copy of the DWD Mobile Data Plan Reimbursement Form (this form requires both employee and supervisor signature) with the billing statement.
- Provide both items listed above to the DWD Accounting Department for processing into Encompass. (Reimbursements will be processed the same as if you were a vendor in Encompass).

Review Date:
September 1, 2013

Ownership
DWD Fiscal
Indiana Department of Workforce Development
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Effective Date
Immediately

Action
Managers and supervisors should distribute this guidance to appropriate staff.