

College Required Cell Phone Supplemental Payment

Please check one:

New Payment Information Change Discontinue Payment

Name: _____ Macalester ID #: _____

Department: _____ Position: _____

Monthly Payment: \$50.00 (standard)
 \$25.00 (half)

Month to start supplemental payment: _____

The above-named individual requires a cell phone for the performance of their employment. The employee understands that he/she is responsible for selecting and paying for the telephone and service plan and releases Macalester from any additional cell-phone related reimbursements.

Macalester will provide a taxable supplemental payment via the employee's payroll check. This supplemental payment will be added to the payroll check and applicable taxes will be deducted. Macalester will not reimburse the cost of calls, plans, or features that fall above the indicated amount. See the full policy at www.macalester.edu/employmentservices.

The supplemental payment will be charged to the same department FOAPAL as the employee's other labor/benefits expenses.

The payment will start the month listed above and continue until the employee leaves the position or the department notifies us to stop the payment. Retroactive payments cannot be processed through this method, only future payments. Retroactive payments require additional documentation and must be subjected to the standard reimbursement process.

Employee signature:

_____ Date: _____

Department chair/director signature:

_____ Date: _____

**Please send the completed form to Employment Services for processing
(77 Mac, 201).**

ES Director Initials _____