

ALLOWANCE FOR ELECTRONIC LISTED PROPERTY

03/21/16

Introduction

E389 – Nontaxable Cell Phone Allowance, is used to pay an allowance to an employee for State use of a personal cell phone. New requests are established as: \$5.00 per month for a Cell Phone (voice plan) and \$36.00 per month for a Smartphone (voice/data plan). Only one voice plan allowance may be received by an employee.

E345 – Electronic Listed Property Allowance, is used to pay an allowance to an employee for State use of a Tablet Device (data plan). Multiple data plan allowances require a waiver from the Commissioner of the Department of Administration. This allowance is taxable income to the employee. New requests are established as \$25.00 per month.

No allowance is paid for personal laptop or home computer use. The payment is requested and approved on the **Allowance for Employee-Owned Electronic Communication Device form**. The form is submitted to the employee's Human Resource office or the DOPLR Payroll Services Office. Allowance entries are set up and maintained by Human Resource Agencies and DOPLR Payroll Services staff.

Renewals – For employees with existing allowances, renewals must be approved annually. A report of employees with existing allowances will be sent to Department Finance Officers and Administrative Services Directors by the Division of Finance for approval. The list is then sent to the Human Resource Agencies and the Payroll Services staff for appropriate action in AKPAY.

Effective Dates for Processing

For employees in all pay entities the A5 record is established with an effective date of the beginning date of the first pay period authorized.

Frequency of Payment

Payment will normally be on a monthly basis, processing with the first payroll run of a month (pay from the 16th through end of the prior month, SEMI PP). The allowance is considered pay for the month which matches the pay period dates. For example, the allowance paid in the 1/31/xx pay period is for January even though it is paid with the first payroll of February. Generally, the employee is eligible for the allowance if working at all in the month it is being paid for.

****An active A5 allowance will pay the employee regardless of other pay due. *If the employee is active on the 10 screen, the active A5 record will generate pay even if no other pay is processing.***

Set Up on the A5 – Automatic Earnings Screen

Enter an Earnings record on the A5 screen for E389/E345, effective date, priority (389/345), FREQ T, a positive monthly dollar amount, and override labor distribution if indicated on the request form.

EMPLOYEE NUM 123456789	NAME EXAMPLE,EMPLOYEE	VIEW DATE
EMP ID 123456	TAX ENTITY 91000 PAY ENTITY SEMI	DOC NUM 090112
EARNING NUM 389	EPROP ALLOW	EFF DATE 09012012 PRIORITY 389 FREQ T
CALC CODE AMT 5.00	LIMIT CODE T	AMT 0.00 YTD 0.00
I/E CODE	HOURS 0.00 PCT 0.00	END DATE 12312099 DOC NUM 019970451
WRNT CODE	===CC===--PGM==---LC===--SY=	
WRNT DESC	LABOR DISTR	06xxxxxx

Entry in an Adjustment Batch

An adjustment batch must be used for prior pay period adjustments. In the batch, enter a line with dates corresponding to the pay period the activity occurred, no hours, a positive flat amount, and a labor distribution override if indicated on the request form.

STATE OF ALASKA - TIME AND ATTENDANCE DETAIL									
EMPLOYEE		EARNINGS				LABOR DISTRIBUTION			
NUM	DATE	NUM	HOURS	UNITS	===CC===	PGM	LC	SY	
123456789	09012012	345	0.00	0	06xxxxxx				
SEQ 0001	ERROR	ACTION	STATUS A	OVERVERRIDE RATE	0.0000	AMT			25.00

Include/Exclude

Earnings code E389 is non-taxable and is not included in the calculation of any employee deductions or employer charges such as SBS, Federal Income Tax Withholding, Medicare, Unemployment Insurance (UI) and Workers' Compensation.

Earnings code E345 is included in the calculation of SBS, Federal Income Tax Withholding, Medicare, Unemployment Insurance (UI) and Workers' Compensation. It is not included in the calculation of retirement, employer term leave or leave cash in charges. It is also not included in the GGU or LTC dues calculation.

Inactives

An employee is generally not eligible for the allowance while on a leave of absence, seasonal leave/layoff, or seasonal compensatory time. It is not necessary to end date the record for an employee on a leave of absence.

Transfers/Ineligibles

If an employee transfers positions, is no longer eligible for the allowance, or chooses to not have the allowance, the allowance should be end dated using the last day of the month the employee is eligible for the allowance. For transfers, the allowance should be end dated by the leaving Human Resource Agencies and DOPLR Payroll Services staff. A new authorization form is required if they are eligible for the allowance in the new position.

Separations

When the employee separates, end date the record the last day of the pay period that has processed for the employee prior to their separation date. For example, an employee's last day worked is 5/1/2012. The last pay period processed for the employee was 4/15/2012. The record should be end dated 4/15/2012 to avoid payment of the allowance in the 4/30/2012 or 5/15/2012 pay periods if adjustment batches are processed. To avoid an overpayment, the A5 record should be shut off immediately even if the final pay or 10 screen separation will be completed at a later date. If the allowance needs to be paid with an employee's final pay online, add the E345 in the final pay batch with the appropriate dollar amount and labor distribution override if needed. Generally if the employee works at least one day in the month, they are eligible for the monthly allowance.