CELL PHONE/WIRELESS DEVICE
TRANSITION PROCESS:

HEALTH SCIENCE CAMPUS

A) If you use an Alltel Phone and are part of the corporate cell program and want to keep your existing equipment, contact Rocket Wireless at (419) 530-6700. Rocket Wireless will have a specific number during the 60 day transition for customer questions regarding the process. They will assist you in setting up a direct-bill program, with your existing phone #, that meets your needs. You also have the option of working directly with a carrier to set up a plan. Rocket Wireless will assist, as needed, to coordinate any transition. You will be charged for keeping the UT owned equipment, based on the pro-rated schedule. Rocket Wireless will not immediately know the purchase date and cost of the phone, but will work with the carrier to obtain the information.

B) If you use an Alltel Phone and are part of the corporate cell program and DO NOT want to keep your existing equipment, you must turn it in at Rocket Wireless, as it is UT property. At that time you can choose to purchase new equipment & a set up a direct-bill program or work directly with a carrier to set up a plan. Rocket Wireless will assist, as needed, to coordinate any transition. You must personally pay for any new equipment or cost associated with changing a device type.

C) If you have a Verizon BlackBerry device that was part of the blackberry program, follow the process outlined in section A above. You will be charged for keeping the UT owned equipment, based on a pro-rated schedule.

D) If you have a cell phone or any other type of wireless device and have been receiving monthly invoices from a carrier that are turned in for either reimbursement or direct payment, you will need to contact your carrier directly and make arrangements to have the billing switched to your individual name and home address. You must personally pay for any new equipment.

MAIN CAMPUS

E) If you use equipment related to the Rocket Wireless service, you must contact them directly to arrange to have the billing switched to your individual name and home address. You have the option of buying the existing equipment and paying the amount on the pro-rated schedule or returning the equipment. If you choose to return the equipment, you would be personally responsible for payment of any associated termination fee. To allow for a conversion without penalty—individuals with University-owned agreements, will have up to two years to make the transition.

F) If you have a cell phone any other type of wireless device and have been receiving monthly invoices from a carrier that are turned in for either reimbursement or direct payment, or paid with via a p-card, you will need to contact your carrier directly and make arrangements to have the billing switched to your individual name and home address. You must personally pay for any new equipment.
FREQUENTLY ASKED QUESTIONS:

Q: *Why do we have to change how we were doing things?*

A: The IRS has extremely detailed requirements on tracking and reporting the precise use of ALL calls on any business-owned equipment. The administrative time involved for each person to track and detail out all their calls, then check statements and process reimbursements is far too costly. This doesn’t even include auditing on our end. It was decided this is not a good use of time and efforts and have moved to a stipend program, similar to many other universities.

Q: *What is the phone number for Rocket Wireless?*

A: (419) 530-6700 is the Hotline # till the end of December 31, 2007, to assist in the transition.

Q: *What if I just use a Data Card?*

A: You can select the lowest Stipend level for reimbursement.

Q: *Can I have multiple stipends, if I have multiple devices?*

A: No, you are eligible only for one stipend, assuming your devices is not being paid for by any other source.

Q: *I am a physician and have different needs for devices. How does this work for me?*

A: The hospital will provide a pager to you and if it is vital you have a wireless device too, you are eligible for the stipend program, with appropriate approval. If the stipend program does not meet your needs, you could pursue having your device paid for by your associated physician group.

Q: *I'd like a device I can use as a teaching tool.*

A: This program is for emergency off-site communication needs & has not expanded into supporting devices as teaching tools. That type of equipment would be part of your educations supplies budget expense.

Q: *Does Rocket Wireless have different plans, equipment, and carriers?*

A: Yes, contact them for several options to suit your needs or visit their web site rocketwireless.utoledo.edu

Q: *How long do I have to get my phone switched over?*

A: You have until January 1, 2008, to get your phone switched to your own name, unless it is a UT agreement with an early termination penalty—see policy. We would encourage everyone not to wait until the week between Christmas and New Years because of staff shortages due to the holidays and vacations.
Q: When does the stipend start?

A: Approved forms must be submitted prior to December 1, 2007 to be immediately effective as of the 1st paycheck in January, 2008. Late forms will be processed; however, there will not be any backdating of the stipend amounts. After January 1st, 2008, normal payroll deadlines will apply.

Q: What if the stipend options are not sufficient?

A: If your expenses are over $150 per month, all for UT business purposes, and cannot be accomplished through landline phones, you will need to get special approval, as outlined in the policy for any greater amounts.

Q: What if I want to make a personal call?

A: The phone is your own personal device, you can use for both business and personal calls. Just make sure personal calls are on designated lunches, break periods, etc. in appropriate locations.

Q: What if I forget to change over my billing or don’t do it?

A: You will be contacted to make reimbursement of all the expenses and asked to return UT-owned equipment, and service will be discontinued.

Q: What if I bought this phone and pay for service out of Grant monies?

A: Cell phones are rarely approved as a direct expense on a grant. Cell phones can only be directly charged as a grant expense in special circumstances that must be approved in writing by the funding agency. If the funding agency has allowed a cell phone for a specific project, you will not be eligible for the stipend program and can only use the grant cell phone for the specific project for which it was purchased.

Q: What if I use Professional Development monies to pay for phones?

A: Regardless, what type of account that is being used, you will need to make arrangements to switch to a direct billing. (Excluding grant monies)

Q: Is a device under the stipend plan subject to Public Records requests?

A: It is probable that these communications used in conducting business, could be subject to Public Records requests.

Q: What if I like the i-Phone and want to buy it and use that service or some other ‘high-end’ phone?

A: Remember, you are responsible for payment of the equipment. Additionally, as an employee you are expected to use the most economical method of communication—therefore, your stipend may not be approved for the higher amount by your management, if a lesser dollar would suffice to cover the business expenses.

Q: Can I get reimbursed for equipment, car chargers, batteries, cases, or other accessories?
A: No, those types of items are your personal responsibility.

Q: What is the existing phone being used is rotated around a department, strictly for business use?

A: Pager options could be considered, they are much cheaper. Or, you can request that your situation be exempted from the stipend program and the University will be billed directly. Requests for exemptions must be signed off by your management attesting to the fact that absolutely NO personal calls are made on the equipment. That documentation with phone # and carrier information should be forwarded to the Controller.

Q: Can I have my personal bills sent to my work address?

A: Unless your service is provided by Rocket Wireless, your work address should not be used.

Q: I have a new device that allows me to receive work emails. How can I get it set up to synch with Microsoft Exchange?

A: This can be coordinated directly through your service provider or you can contact (419) 530-7998 Rocket Wireless to initiate the process on your behalf.

Q: Can I still submit reimbursements for business calls, even if I get a stipend?

A: No. The stipend is intended to cover a majority of those expenses.

Q: Do I have to give out my phone number?

A: Yes, if you are receiving a stipend, you are expected to provide that number to business associates or colleagues. The original intent is that a device is ‘required for business’ purposes, and as such should be available.

Q: What if I need a device for convenience?

A: Please remember that convenience is not a necessity. Landlines are provided to employees, along with email for communication purposes. Convenience should not be the primary factor for using a device.