



### The Wireless Communication Stipend: Key Things to Know

- The amount of a stipend is based on the employee's projected business use of the wireless device. It is not intended to fund the cost of the device or pay the entire monthly bill.
- The stipend is not an entitlement. To receive it, an employee must meet business use eligibility requirements and receive approval from the supervisor.
- An employee applies for a stipend through UCit's GETit Web site.
- To receive a stipend, an employee must electronically agree to the terms of the Wireless Communication Stipend Policy (2.1.7).
- If approved, the stipend is added to the employee's pay once a month; the amount is taxable income but not an increase to base pay. The stipend is itemized on the employee's pay stub, reported on the W-2 and subject to withholding taxes.
- The employee receiving the stipend must have a personally-owned device and device plan. The device and/or plan can be procured through the university's preferred provider (UC Mobile) or any other provider that meets the employee's business usage need and the security requirements specified in the policy.
- An employee receiving the stipend does **not** have to maintain a log for business and personal phone calls.
- The stipend must be renewed, at minimum, through GETit each fiscal year and, more frequently, if the business usage for the stipend changes.
- Organizational units should always consider alternative, less expensive, communication devices (e.g., land lines, pagers, radio phones) that would be adequate for the job before approving wireless communication stipends.
- Organizational units are not required to provide the stipend.
- If appropriate, an additional data/text communication stipend may be added to a wireless (voice) stipend.