



Mobile Device Usage and Agreement Procedure

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Objective

This procedure explains the steps Admin must take to implement [FMR-1N-01 Mobile Device Usage and Agreement Policy](#).

General Procedures

Step	Action	Responsible Party	Timeline
1.	Divisions assign mobile device liaison, if needed, and notify FMR	Division Director or designee	On-going
2.	Review and assign mobile devices in accordance with statewide Mobile Device Usage and Agreement Policy .	Supervisor and Managers	On-going
3.	User Acknowledgment and Agreement form: <ul style="list-style-type: none"> • Complete form • Manager approves 	Various	On-going
If state-owned, follow steps 4 and 5. If employee-owned, follow steps 6 through 11.			
4. State-owned	Distribute copies of the User Acknowledgment and Agreement form to supervisor and division mobile device liaison.	Various	On-going
5.	Review and approve mobile device billing detail prior to payment.	Supervisor	Monthly
6.	Notify division liaison and FMR upon termination of mobile device service.	Supervisor or Managers	On-going
7. Employee-owned	Distribute copies of the User Acknowledgment and Agreement form to supervisor, division mobile device liaison, division payroll staff, and agency payroll staff.	Various	On-going
8.	In Self-Service>Time Entry add a line and enter Earn Code MDA (mobile device allowance); enter allowance amount.	Employee	Biweekly
9.	Verify user and allowance; approve.	Supervisor	Biweekly

10.	Review and process payroll.	Division Payroll staff	Biweekly
11.	Review and process payroll.	Agency Payroll staff	Biweekly
12.	Review Payroll Posting Audit Trail	Division staff	Biweekly
	Notify employee or supervisor; manager; division liaison; division and agency payroll staff; and MN.IT upon termination of mobile device service.	Various	On-going
13.	Annual review: <ul style="list-style-type: none">• FMR requests division review of mobile device assignments.• Divisions review and report to FMR	Division staff and FMR	Annual