

## Office Memorandum

**Date:** August 26, 2020  
**To:** Agency Payroll, HR, and Accounting Staff  
**From:** Mary Muellner, Director, Statewide Payroll Services  
**Subject:** **Usage, Policy, and Agreement for Mobile Devices - Reminder**

The following information is a reminder for agencies and employees in the **Commissioner's Plan, Medical Specialists (Commissioner's Plan Addendum), and Managerial Plan.**

The statewide [Mobile Device Usage and Agreement Policy](#) was distributed to Deputy Commissioners, CFOs, and HR Directors/Designees in 2013. This policy pertains to both state-issued and employee-owned mobile devices effective 9/21/2013.

At an agency's discretion and with appropriate approvals, a user may be authorized to receive an allowance when an employee-owned mobile device is used for state business as outlined in the policy.

The current plans include a mobile device allowance in the following amounts:

- Voice \$7.00/pay period
- Data \$9.00/pay period
- Voice/Data \$16.00/pay period

The allowance is not a reimbursement, and therefore is taxable. Each pay period, employees authorized for the allowance must record the allowance on their timesheet. Employees will use earn code **MDA** and enter the amount of the allowance. The amount of the allowance is edited by pay period. If an employee fails to record the allowance on their timesheet, an adjustment must be processed to record the allowance on the correct pay period.

### Questions?

Agency Payroll, HR or Accounting staff should contact Statewide Payroll Services if there are questions. Jody Dahl at 651-201-8206 [jody.dahl@state.mn.us](mailto:jody.dahl@state.mn.us)

**PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF**