

Applies To: College of Nursing employees  
 Responsible Department: College of Nursing  
 Revised: **March 1, 2004**

<b>Title: Long Distance Access Codes</b>		
Doc Type: Policy	Policy #: 5.1.4	Effective Date: 3/1/2004
Owner(s): Information Technology	Version #: 1	Applies To: College of Nursing Employees

**PURPOSE**

The purpose of this document is to describe the policy and procedures to obtain, assign, and control long distance authorization codes for College of Nursing faculty, staff, and student employees. Additionally the document will outline the process used to expense long distance charges.

**APPLICABILITY**

This policy applies to all faculty, staff, and student employees. Regular and visiting faculty will receive a long distance authorization code during initial orientation. Temporary Part Time (TPT) Faculty may receive a long distance authorization code depending upon the requirements of the courses taught. The approval of the Associate Dean, Academic Affairs is required for the issuance of a long distance authorization code to a TPT Faculty member. Teaching Assistants and Research Assistants may be issued a long distance authorization code if requested by the supervising faculty member. Student/Work-study employees may receive a long distance authorization code if requested by the supervising faculty or staff employee. Temporary Services Employees assigned to the College of Nursing may receive a long distance authorization code if requested by the supervising faculty or staff employee.

**POLICY STATEMENT**

**Table 1  
 Assignment of Long Distance Authorization Codes – College of Nursing**

If the College of Nursing employee is	then the employee	be assigned a long distance authorization code
Regular Faculty	will	Upon assignment to the College of Nursing.
Visiting Faculty	will	Upon assignment to the College of Nursing.
Temporary Part-Time Faculty	may	With the prior written approval of the Associate Dean, Academic Affairs.
Staff Employee	will	Upon assignment to the College of Nursing.
Temporary Services Employees	may	At the written request of the supervising faculty or staff employee.

Teaching Assistants/Research Assistants	may	At the written request of the supervising faculty or staff employee.
Student/Work-Study	may	At the written request of the supervising faculty or staff employee.
Any employee requesting long distance authorization to support a funded contract or grant	may	at the written request of the Principal Investigator of the contract or grant.

Process:

Assignment of Code: The College Administrator will request the long distance authorization code for each authorized College of Nursing employee by completing and submitting a UNM Telecommunication Long Distance Authorization Code Request Form. Faculty (regular and visiting) and regular staff employees will receive a long distance authorization code upon assignment to the College of Nursing. Other categories of faculty, staff, and student employees may receive a long distance authorization code at the written request of the appropriate Associate Dean or supervisor as listed in Table 1.

Authorization Code – Contracts and Grants: Individuals required to make long distance telephone calls or facsimile transmissions in conjunction with funded contracts and grants will be provided a unique long distance authorization code for the specific use to support the funded contract or grant. The unique code must be requested in writing (e-mail request is acceptable) to the College Administrator by the Principal Investigator (PI) for the specific contract or grant.

Individuals assigned long distance authorization codes for funded contracts or grant purpose will verify the expenses in the same manner described in the “Verification of Calls” section of this document. However, authorization codes for use with contracts and grants will be used exclusively for business directly in support of the specific contract or grant. General University business (to include College of Nursing business) or personal, non-University business calls will be placed by using the authorization code assigned for the contract or grant.

Code Usage for Facsimile Machines: Employees may use their personal long distance authorization code when transmitting documents via facsimile. Individuals using the facsimile machine in the Faculty Support Office may annotate the logbook with the recipient of the document(s) to facilitate the verification process for official business and personal charges. However, individuals should not give their personal long distance authorization code to anyone, nor should the code be written in the logbook. Faculty Support Office personnel will continue to process facsimile requests for faculty if requested to do so. The Faculty Support Office will be assigned a single long distance authorization code for use on the Faculty Support Office facsimile machine. Each document sent by facsimile using the central long distance authorization code will be recorded in the facsimile logbook by Faculty Support Office personnel. The notation in the facsimile log book will include the date of the facsimile transmission, sender’s (document originator) name, recipient’s name, recipient’s facsimile number, and purpose of the document. Items sent regarding funded grants must include either the account number (not the long distance authorization code number) or name of the grant. The document originator will provide this grant information to the Faculty Support Office prior to the transmission of the document. Items of a personal, non-business nature transmitted by facsimile in the Faculty Support Office will be recorded in the logbook as stated above. During the verification process explained in this policy, the Faculty Support



Office personnel will contact the individuals with personal facsimile charges and advise them of the appropriate amount to give to the Accounting Department.

**Verification of Codes:** The College of Nursing Accounting Department will provide to each employee assigned a long distance authorization code a list of calls made during the reporting period. The employee will verify the calls on the report as either for University business or in the rare, unavoidable instance, for personal or non-University business. The employee will sign and date the report attesting the calls as University business or personal/Non-University business. The employee will return the signed report and payment (if applicable) for any personal/ Non-University business calls to the College of Nursing Accounting Department within five workdays of receipt of the report. Employees with assigned long distance authorization codes are responsible for maintaining a record of all long distance code usage with which to verify the nature of the calls. This documentation may be reviewed by the University Audit Department. Assistance in establishing a documentation system is available from the College of Nursing Accounting Department or the College Administrator.

Failure to return the signed documented long distance report and or appropriate payment, if applicable within five workdays of receiving the report may result in the cancellation of the long distance authorization code and associated privileges.

**Security of Codes:** The College Administrator will maintain the master list of all College of Nursing Long Distance Authorization Codes. College of Nursing employees suspecting unauthorized use of their assigned long distance authorization code will report this fact to the College Administrator in writing. A new code will be requested and the compromised code will be cancelled. The College Administrator may report the suspected misuse of the authorization code to the University Audit Department for further, formal investigation.

A copy of the master list of authorization codes will be provided to the College of Nursing Accounting Department for verification purposes. The College Administrator will process all request for new long distance authorization codes, cancellation of long distance authorization codes and the replacement of long distance authorization codes.

## **DEFINITIONS**

*(Define any terms that are specific to this policy.)*

## **REFERENCES**

This policy supplements the guidance contained in University Business Policy and Procedure 2110 and the procedures published by the University of New Mexico Telecommunications Department.

## **RESPONSIBILITIES**

*(Who is responsible for enforcing this policy?)*

## **RESOURCES/TRAINING**

*The office and specific individual position title – with telephone number and email address, as appropriate – that should be contacted for interpretations, resolution of problems, and special situations.*

Resource/Dept	Contact Information
Information Technology	
Organizational Services	
Click here to enter text.	

### SUMMARY OF CHANGES

*(A brief summary of significant changes to existing documents. Please include the last revision date and title of the document being replaced.)*

### DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
<b>Owner</b>	CON Faculty		[Y or N/A]
	CON Administration		[Y or N/A]
	Other: Information Technology		[Y or N/A]
<b>Consultant(s)</b>	CON Senior Faculty, CON Tenured Faculty, or CON Leadership Team/ Department		[Y or N/A]
<b>Committee(s)</b>	CON Faculty Affairs Committee		[Y or N/A]
	Staff Council		[Y or N/A]
	Other:		[Y or N/A]
<b>Legal (if applicable)</b>			[Y or N/A]
<b>Official Approver</b>	Nancy Ridenour, Dean, College of Nursing		[Y or N/A]
<b>Official Signature</b>		Click here to enter a date.	
<b>2<sup>nd</sup> Approver (Optional)</b>	President <i>pro tempore</i> of CON Faculty	Click here to enter a date.	
<b>Signature</b>		Click here to enter a date.	
<b>CON Faculty Approval:</b>			Click here to enter a date.
<b>Effective Date:</b>			Click here to enter a date.
<b>Origination Date:</b>			Click here to enter a date.
<b>Issue Date:</b>			Click here to enter a date.
<i>Policy originally approved in 2004 and posted to College intranet.</i>			

### ATTACHMENTS

List and attach all forms needed to complete the procedure. A transaction flow chart might also be included in this section. Attach document(s), beginning on the next page, or provide an electronic file and list its filename here.