

TEMPORARY CHANGE REQUEST

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: Bill Bryan

Department Name: ES&H/IS

Phone Ext: 3435

Document Number: GEN-020 **Revision No.:** 0

Document Title: Home Data Line Authorization

Reason for change:

Update procedure to show:

1. The Requestor now arranges for the installation of service and billing of service, not the Telecommunications Office, as was the case in the past.
2. Payment is no longer made through the Telecommunications Office.

Change description: (Summarize and attach changed pages, with changes clearly indicated)

Procedure steps A.5., A.8., B.5, and B.8. have been changed. TCR-GEN-020,R0-001 replaces GEN-020, revision 0.

1. Does this TCR significantly alter the intent or scope of the document? **YES:**__ **NO:** X

2. Does this TCR significantly impact **ES&H**? **YES:**__ **NO:** X

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

Carl Potensky
Department/Division Head Approval

10/19/01
Date

J.W. Anderson
Head, ES&H and Infrastructure Support/designee

10/31/01
Date

Release/Effective date of this TCR: October 31, 2001

Incorporate this TCR into next revision of this document? **Yes** X **No** _____

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. GEN-020 Rev 0 page 1 of 4
Subject: Home Data Line Authorization	Effective Date: August 18, 2000	Initiated by: Head, ES&H and Infrastructure Support	
	NEW	Approved: Director	

Applicability

This procedure is applicable to all Departments whose employees utilize commercial telecommunications in their homes in support of Laboratory business at PPPL expense. This procedure is in effect for all types of home data connections: analog, digital (ISDN or DSL) or cable modem. Multiple connections are permitted, but must be individually justified and approved.

Introduction

The Accounting Division will not process a reimbursement request until an employee's name appears on the authorized users list for reimbursement of the home data line service. PPPL provides home data lines to staff members who by nature of their job responsibilities are required to (or permitted to) work from their home on official Laboratory business. These connections are installed and maintained at the expense of PPPL. This procedure is intended to provide guidelines for the installation, maintenance and review of these services.

The Accounting Division will not reimburse an employee until they are on the Authorized Users List for reimbursement of home data line service. The Telecommunications Office will not add an individual to the list until the authorizations required by this procedure have been obtained.

Reference Documents

1. PPPL Home Data Line Policy
2. PPPL Accounting Manual
3. PPPL Computer Use Policy – P-088

PROCEDURE

The procedure to request installation of a Home Data Line is the same whether the individual is requesting an analog, digital (ISDN or DSL), or cable modem connection

A. INSTALLING NEW SERVICE**RESPONSIBILITY****ACTION**

Requestor

1. Determines need for Home Data Line service.
2. Completes Home Data Line Authorization form.

Requestor	3. Submits form to Department P&C Officer for review.
Departmental P&C Officer	4. Reviews form for accuracy. 5. Determines payment method to be used (payment by credit card or payment by Miscellaneous reimbursement through Petty Cash). TCR-GEN-020,R0-001
Department Head	6. Submits form to Department Head for approval. 7. Reviews, approves and forwards completed form to Telecommunications Office.
Requestor	8. Arranges for installation of requested service TCR-GEN-020,R0-001
Telecommunications Office	9. Maintains “Authorized User” list of Home Data lines 10. Forwards revised list to Accounting as necessary
Accounting	11. Uses most recent Authorization List in determining reimbursement of request on Miscellaneous Expense form or credit card statement.

B. TRANSFERRING ACCOUNT TO PPPL

RESPONSIBILITY

ACTION

Requestor	1. Determines need for Home Data Line service. 2. Completes Home Data Line Authorization form. 3. Submits form to Department P&C Officer for approval.
Department P&C Officer	4. Reviews Submitted form for accuracy. 5. Determines payment method to be used (payment by credit card or payment by Miscellaneous reimbursement through Petty Cash). TCR-GEN-020,R0-001 6. Submits form to Department Head for approval.
Department Head	7. Reviews, approves and forwards completed form to Telecommunications Office
Requestor	8. Arranges transfer of billing for requested service. TCR-GEN-020,R0-001

- Telecommunications Office 9. Maintains "Authorized User" list of Home Data lines.
10. Forwards revised list to Accounting as necessary.
- Accounting 11. Uses most recent Authorization List in determining reimbursement of request on Miscellaneous Expense form or credit card statement.

C. EMPLOYEE ACCOUNTS: REIMBURSEMENT BY PPPL

RESPONSIBILITY

ACTION

- Requestor 1. Determines need for Home Data Line service.
2. Completes Home Data Line Authorization form.
3. Submits form to Department P&C for approval.
- Department P&C Officer 4. Reviews and approves submitted form.
5. Forwards Completed form to Telecommunications Office.
- Telecommunications Office 6. Notifies Accounting of Approved service.
- Accounting 7. Charges Cost Center as noted on Monthly Credit Card statement.

D. ANNUAL REVIEW

NOTE: The employee termination procedure includes a step to require a review by Telecommunications to ensure that any Home Data Line agreements are terminated when the employee leaves PPPL. The following process provides an additional review to ensure that records and documentation are correct.

RESPONSIBILITY

ACTION

- Telecommunications Office 1. Submit Authorized Users List to Human Resources Department.
- Human Resources 2. Reviews List to ensure all Authorized Users are current employees.

3. Returns Updated List to Telecommunications Office.
- Telecommunications Office 4. Disconnects services if necessary.
5. Sends Updated List to Accounting.
- Accounting 6. Updates records as necessary.

E. TWO YEAR REVIEW

The authorization for a home data line will be re-evaluated every two years. The following steps identify the process for re-authorization.

RESPONSIBILITY**ACTION**

- | | |
|---------------------------|---|
| Telecommunications Office | 1. Distributes the <u>Authorization for a Home Data Line</u> form to be completed by the employee. |
| Employee | 2. Completes forms, and submits to Department Head for approval. |
| Department Head | 3. The cognizant PPPL department head reviews, and approves the <u>Authorization for a Home Data Line</u> . |
| | 4. Return completed form to Telecommunications Office. |
| Telecommunications Office | 5. Submits Authorized Users List to Human Resources Department. |
| Human Resources | 6. Reviews List to ensure all Authorized Users are current employees |
| | 7. Returns Updated List to Telecommunications Office. |
| Telecommunications Office | 8. Disconnects services if necessary. |
| | 9. Updates records as necessary. |

Attachments

Authorization for Home Data Line Form

AUTHORIZATION FOR A HOME DATA LINE

Employee Name: _____
Employee Address: _____

Employee Phone: Work: _____ Home: _____

Cost Center(s): _____
Department Head: _____

Check Type of Line Requested: Analog Phone _____ ISDN _____
CABLE _____ DSL _____

Cable Modem Provider: Comcast _____ RCN _____
Do you have Cable TV installed in your home now? yes _____ no _____

Home Computer: Manufacturer + Model _____
: Operating System + version# _____

Estimate Per Month Usage: _____ Hours

Provide Written Description of How Home Data Line Will Be Used (Provide type of tasks to be performed/frequency):

Provide Written Description of the Benefits to the Laboratory:

Employee's Certification: I have read the PPPL Computer Use Policy and the PPPL Home Data Line Use Policy and understand and accept my responsibilities in the use of PPPL computer resources.

Employee's Signature Date

Department Head Approval: _____
Title: _____
Date: _____

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	PROCEDURE	No. GEN - 020 Rev 0
	Authorization for a Home Data Line/Computer Use Policy		page 2 of 2
			Attachment 1

PRINCETON PLASMA PHYSICS LABORATORY
HOME DATA LINE USE POLICY

PPPL provides home data lines to those staff who can utilize the data lines in the performance of their official duties. These lines are funded by the United States Department of Energy (DOE) to support the mission of the Laboratory.

An **Authorization for a Home Data Line** form must be completed by the employee, and signed by the cognizant PPPL department head. The employee must document how the requested home data line will be used, and how its use benefits the mission of the Laboratory. The cognizant department head must indicate his/her approval that, to the best of his/her knowledge, the employee's representations are accurate and that the Laboratory is receiving a benefit. The **Authorization for a Home Data Line** form must be updated every two years.

It is understood that a PPPL funded Home Data Line is provided for official Laboratory business. However, minor incidental personal use of the PPPL funded Home Data Line is permitted if the personal use is consistent with the terms and conditions of the incidental personal use of computer equipment as defined in **PPPL's Computer Use Policy and Users Responsibility Statement** (Policy P-088).

The incidental personal use of the PPPL funded Home Data Line is permitted without charge to the employee if the said personal use does not result in additional costs being incurred by the Laboratory. If additional costs are incurred as a result of the personal use of the Home Data Line by the employee, the employee is obligated to reimburse the Laboratory for these expenses. It is the employee's responsibility to identify and to track any incremental costs incurred by the Laboratory as a result of incidental personal use by the employee of the Home Data Line.