

Alliance Learning Certification Testing Expectations

3.23.2020

Target Audience: Legacy T Bargained for Employees, Managers with Legacy T Bargained for Employees

Communication: Alliance Learning Certification Testing

Managers/Employees,

Going forward, Alliance Learning certification testing fees will be paid for by individual employees using their Company issued p-card (Mastercard). Employees must get supervisor approval before using their Company p-card for any testing expenses. If an employee does not have a Company p-card (Mastercard), the employee's supervisor should use their Company card to pay for the certification test fees on the employee's behalf. Managers will be responsible for tracking the certification testing of their employees to ensure the expense reports are processed correctly and the expense is charged to Alliance Learning and does not hit the local organizational budget.

Required Steps:

- Employees must have supervisor approval prior to taking any Alliance Learning courses on Company time. There is no change in this practice.
- Employees will need to notify their manager if a course will require a certification test upon completion.
- Employees must engage their supervisor to gain approval prior to using their p-card (Mastercard) to pay for the certification test fees. Supervisors should not deny approval for certification test fees under the Alliance Learning program unless it exceeds the maximum attempts to pass a certification test and they have reviewed the potential denial with Labor Relations.
- Employees will use their Company p-card (Mastercard) to pay the testing facility directly.
- Employees will be able to use their p-card (Mastercard) for up to 2 attempts to pass the certification test per course. After the 2nd failed attempt, employees will be responsible to pay for any further attempts for to be certified for that course on their own.
- If an employee does not have a Company p-card (Mastercard), the employee's supervisor should use their Company card to pay for the certification test fees on the employee's behalf.

- Employees must provide receipt and purchase information in order for the supervisor to process the expense.

NOTE: Employees will also have the ability under the Alliance Learning program to renew their certifications following the required steps above.

DISCLOSURE: Use of Company credit cards is subject to the AT&T CORPORATE CARD POLICY FOR U.S. EMPLOYEES. In agreeing to this process CWA has not waived its rights and obligations under the Collective Bargaining Agreement to challenge any discipline decisions, including use of the Grievance and Arbitration procedures.

Any questions related to the Alliance Learning program may be emailed to the Alliance Learning email box g46226@att.com.

CAPS Processing Guide:

Managers/Clerks,

After the employee has submitted the receipt and purchase information related to their test, the expense report will need to be created. It's important that the testing expenses are charge to the correct Responsibility Code (RC code). Below is the responsibility code for Alliance Learning tests expenses and a screen shot from CAPS on where to change the RC code.

Ensure charges are billed to the following accounting information for LEGACY T CWA ONLY

Company Code: SS00 (New Report Page)

RC: EY4M010NA (New Report Page)

Account: 6728.99 (Individual Expense Line Item)

XC: 419 (Individual Expense Line Item)

New Report

NEW

* GL Group
ATT Corp US Domestic Companies (ATTCFAS)

Originator _____ * Approving Manager _____

* Report Name _____

* Business Purpose (Who, What, Where, When & Why)

* Oracle Company Code **SS00** _____ * Responsibility Code **EY4M010NA**

Expense Item

* Expense Type _____

* Date _____ Payment Type _____

Vendor Name _____ Vendor City _____

* Oracle Company Code **SS00** _____ * RC **EY4M010NA** _____ * GEOLOC/Market Area SS0000

GL Account **6728.99** _____ XC **419** _____ Field Reporting Code _____