CAS Computer Replacement Program (CCRP) Policy and Procedure Updates

- ❖ Annual recurring purchasing program where the intent is to subsidize regular, four-year replacements of primary desktop/laptop computers for eligible faculty and staff within the College of Arts and Sciences.
- ❖ CCRP Definitions:
  - ➢ Eligibility List Status Definitions:
    - ▪ <u>No</u>: Employee does not meet eligibility requirements for participation (See CCRP Policy for exact requirements)
    - ▪ <u>Review</u>: Employee meets eligibility requirements for participation, list under review with Department contact, may be chosen as final participant. Participation is decided by the Department contact
    - ▪ <u>Yes</u>: Employee has been chosen by Department contact to participate in CCRP
    - ▪ <u>Archived</u>: Employee is either no longer with the University or they have moved to a department that does not participate in CCRP
  - ➢ <u>Finalization</u>: confirmation of accurate eligibility list and ordering procedure between department contacts and Program Coordinator
- ❖ <mark>Eligibility List Verification Process Changes:</mark>
  - ➢ Initial eligibility chosen by Program Coordinator based on the following:
    - ▪ Employees who have a Deferral Note and meet the eligibility requirements
    - ▪ Employees who have no year in the Eligible FY column
    - ▪ Employees with oldest Eligible FY should be marked Review next, and so on
  - ➢ Split FTE:
    - ▪ 50/50 split between departments: department managers and employee discuss which list employee will be added to – this department will remain employees' main dept. for CCRP purposes
    - ▪ 40/60 split between departments: eligibility for computer replacement will be in the department that pays the majority of the FTE.
  - ➢ Deferral Policy Changes:
    - ▪ If eligible employee defers CCRP participation
      - • In the following cycle(s), the deferred individual will be eligible, in addition to the regular available spaces
      - • The maximum number of participation spaces (regular + deferrals) cannot exceed 1/3 of the total number of CCRP eligible employees for that department
  - ➢ How to update and finalize list with Program Coordinator:
    - ▪ **All editing restricted to Program Coordinator**
    - ▪ Inform Program Coordinator of any staffing changes (phone, email, RT Ticketing System)
      - • Program Coordinator will update list as changes are received
    - ▪ Ordering Procedure Confirmation:
      - • <u>End User Ordering Procedure</u> - employees receive CCRP Ordering Email and work with the Purchasing ITC to create an order
        - ♦ Department Contact have the option to be CC'd on emails in this procedure
      - • <u>Admin Ordering Procedure</u> - Department Contacts receive the ordering email and work with the Purchasing ITC to create an order on behalf of the eligible employees in the department
    - ▪ All CCRP Orders must be submitted using the CCRP Order Form linked in the CCRP Ordering Email
  - ➢ Purchasing opens August 1st:
    - ▪ Only departments who have finalized their eligibility list with the Program Coordinator will receive the CCRP Ordering Emails annually on August 1st
    - ▪ Remaining departments will receive CCRP Ordering email upon finalization of their eligibility list