

EPAF - Employee Position Index Change INDXCH

This EPAF is utilized for submitting payroll **labor distribution changes only**.

Currently, it is only available for benefited employee types:

- Faculty
- Non-Classified
- Classified

A Personnel Recommendation (PR) form or a Temporary Change in Payroll form is no longer necessary for these types of changes. The Index Change EPAF replaces these two forms and processes in order to initiate labor distributions (index changes) for benefited employees. **Effective November 28th, 2021, all labor distribution changes will be done via EPAF. The HR and Payroll Offices will no longer accept a PR or Temporary Change in Pay form to process these changes.**

When submitting the Index Change EPAF, the payroll labor distribution will be updated for current and future payroll dates, driven by the Effective Date on the EPAF.

Temporary Changes in Payroll Labor Distribution

If the index change is intended for a temporary change only, an additional Index Change EPAF should be submitted with the new (future) change in payroll distribution.

Example: Faculty Member A has a grant buyout for a course release for the first 8 weeks of Spring semester (4 pay dates).

- 1) An Index Change EPAF is submitted to change the labor distribution to be partially funded on the grant index effective 1/23/2022 for the 2/18/2022 pay date:

Current											
Effective Date: 07/01/2020											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
9	ATEA04	110000	331004	6101	01INS				100.00		
New											
Effective Date: MM/DD/YYYY 01/23/2022											
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	
9	ATEA04	110000	331004	6101	01INS					71.14	
9	REDU71	220510	335000	6101	01IGO					28.86	

Once the EPAF is submitted and applied, it changes the index labor distribution for the Faculty Member for all pay dates moving forward, until a new Index Change EPAF is submitted.

- 2) For Faculty Member A, the grant funding is to only be applied for 4 pay dates. A new Index Change EPAF is submitted effective 3/20/2022 for the 4/15/2022 pay date to revert back to the original labor distribution:

New										
Effective Date: MM/DD/YYYY 03/20/2022										
COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent
9	ATEA04	110000	331004	6101	01INS					100.00
									Total:	100.00

The payroll labor distribution will now be paid 100% on the appropriated index effective 3/20/2022, and for all future pay dates until another Index Change EPAF is submitted.

Permanent Changes in Payroll Labor Distribution

For permanent, ongoing, labor distribution changes, the Index Change EPAF is submitted with the new index labor distribution. The payroll labor distribution will be updated for current and future payroll dates, driven by the Effective Date on the EPAF.

Future Date Error

If you receive the following error, please email payroll@isu.edu to remove the future date record. Additional Index Change EPAF's will need to be submitted for any subsequent future dates, if needed.

Errors and Warning Messages

Type	Message Type	Description
Employee Position Index Change	ERROR	*ERROR* New effective date must be greater than last date of

All other Errors

Email EPAF@isu.edu for assistance with any other errors or general questions regarding the EPAF.

Budget

Like all EPAF's, the Index Change EPAF will only apply to the employee's payroll labor distribution, and will not make changes to the budget. In order to accurately reflect the index change(s) on the budget, the UBO will submit the appropriate temporary or permanent budget transfer in FAST.

Helpful Links

[Paydate/Payroll Calendar 2022](#)

[Paydate/Payroll Calendar 2021](#)

EPAF Quick Guide

The EPAF Quick Guide for INDXCH is below for step-by-step instructions on completing the EPAF.

EPAF QUICK GUIDE: INDXCH

Originate (create) an EPAF to Change an Index (Benefited Employees Only)

To change the Index an employee's position is paid from you will need to know:

- The 6 digit numeric position number – Benefited position numbers will never start with S, T, W, I, or G
- The date you want the change to become effective – this must be for the current or a future pay period.

To Originate the EPAF:

1. Login to Bengalweb
2. Click on Employees, then click on EPAF
3. Click on Create New PAF
4. Enter the employees ID or search for the employee using the magnifying glass
5. Change the Query Date to the effective date
 - a. The effective date is the date you want the change to take place. Effective dates for Index changes must be for the current or future pay periods
6. Change the Approval Category to **Employee Position Index Change, INDXCH**
7. Click Go
8. Click on the radio button under Select and on the same line as the position number you want to change the index for
9. Click Go
10. Save the EPAF
11. Verify the Effective Date is correct if not, change it here
12. Change the Index to the new Index
13. Click Default from Index
 - a. This will give you the error 'Account code is required' re-enter account code (6101-Faculty, 6102-Non-Classified, 6103-Classified, 6106-Residents, 6107-Stipend, 6109-Additional Months)
14. Click Save
15. If you are entering multiple indexes enter the next COA (always 9) and index in the line below the previous index, change the percents so they add up to 100 and repeat step 13
16. To remove a row, click on the box under 'Remove' on the far right

17. Enter the appropriate routing queue. The default routing queue will show as Dept Approver, UBO, and HR Data Apply. You may enter additional Department Approvers and/or Department FYI's depending on your department's needs and preferences:

- To add additional approvers, click on the down arrow on the 1st 'Not Selected' line
- Click on the approval level you want to add
- Select the approvers name
- Change 'Not Selected' to Approve or FYI

NOTE For index changes on grant funds, add Grants/Contracts HR Action and choose the appropriate accountant. The Required Action should be FYI. The grant PI may also be added as an additional Department Approver if needed.

18. Save and submit.