ASPIRE Room Information Screen
Section 4 – Indexes

Indexes are equally as vital to the entire reporting structure within ASPIRE as occupants. Space Coordinators will receive automated emails when a new index has had salary & wages posted to it. There are additional reports that can be run by departments to identify any unassigned indexes. Space Coordinators are not required to assign indexes to rooms that do not have occupants; however, they will be helpful in determining the FUNC Code and assigning the Functional Percent as described in Section #5. Space Coordinators should not delay in adding indexes to the system.

For rooms with occupants, the indexes assigned should be reflective of their salary & wages if that is the type of work being conducted in the room. For example, in classrooms it is expected that they are being paid from an instructional index, so there should be an instructional index assigned. For offices, it is expected that the occupant does multifunctional work, so all of the salary & wages indexes are probably appropriate. In research labs, there may be a bit of instruction and mostly research indexes.

Scroll to the bottom of the Room Information screen and review the "Payroll Distribution." The salary & wages indexes can be used to help in assigning indexes to rooms with occupants.

From the room information screen, select "CHANGE INDEXES" from the top section of the screen.

The change indexes screen will show all of the indexes that are listed by Finance as being in the department that is indicated in the system as room owner. Scroll through the list and select the desired index to be added. Multiple indexes may be selected by holding the "control" key down and selecting them. Hit the gold UPDATE button to save the selection(s).
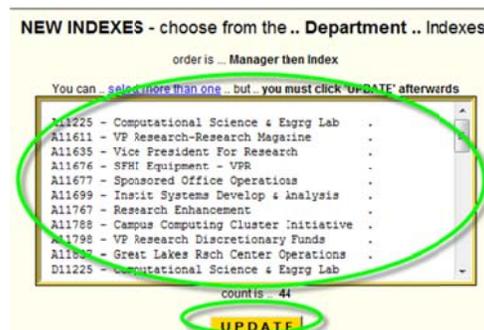
If the index(es) to be assigned are not listed, select the "sort...ALL indexes by index only" button at the bottom of the screen. This will show all assignable indexes.

To remove an index from a room, select the red "delete" button to the left of the index in the change indexes screen.

Return to the Room Information screen by selecting "Room Info" near the top of the screen.