Request for Account Distribution Change Form has been replaced with an Electronic Personnel Action Form (EPAF).

To create a Change Employee's Job Index EPAF:

Only employees who have competed EPAF Origination training will be able to create EPAFs. Full instructions are available in the Originator's Handbooks at www.admin.mtu.edu/epaf.

Step 1. Log into Banweb *banweb.mtu.edu*

Step 2. Click the "Employees" box.

Step 3. Click on "Electronic Personnel Action Forms"
It's the third box over on top row.

Step 4. Click "New EPAF" from the EPAF Main Menu.

Step 5. Enter the employee's M Number.

Step 6. Use the appropriate Query Date:

a. If the effective date of the change is NOT in the current pay period, use the effective.
b. If the effective date is in the current pay period AND it is at least one day before pay day Friday, use the effective date.
c. If the effective date is in or before the current pay period AND it is pay day Friday or after, use the first day of the next pay period as the Query Date. You will also need to either override the employee's index on the employee's time sheet and/or reallocate the payroll after it is processed.

Step 7. Select the Approval Category "Change Employee Job Index" or "Change Student Job Index" if this is a student employee.

Step 8. Select the employee's job and click "Go".

Step 9. Change percentages, add another distribution line, or remove a line if needed.
See Originator's Handbook for detailed instructions.

Step 10. Select the Senior Administrator for your area in the routing.

Step 11. Select the Financial Administrator(s) for ALL of the Indexes listed.
You might have to add additional lines. It will be returned if all aren't listed or are incorrect.

Step 12. Select Michael W. Gaddis for HR Apply.

Step 13. If the Index is changing to or moving from a Sponsored Programs Index, you must list the dollar amount to be charged to the Index and when the Index will be changing or ending in the COMMENTS.
It is a good idea to process a second EPAF with the next change and include that information in the comments. Call Sponsored Programs Accounting if you have questions.

Step 14. Save and Submit your EPAF.