

How To Submit A New Cellular Allowance EPAF

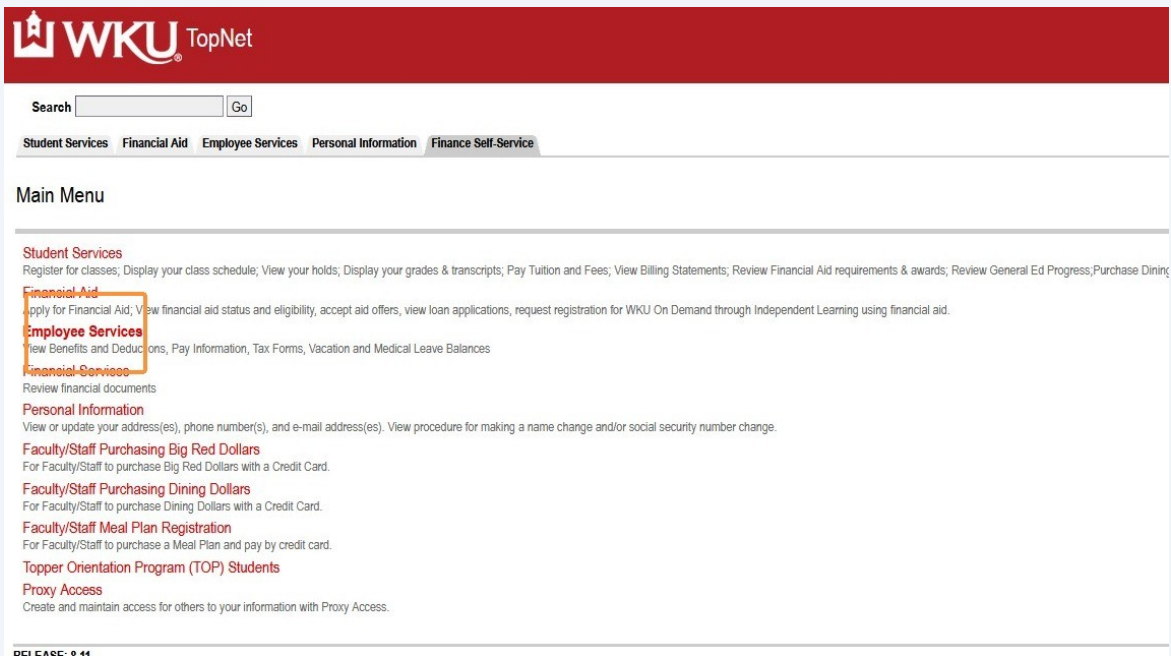
Learn how to navigate the Employee Dashboard to initiate and process a new cellular allowance electronic personnel action form. This guide provides a step-by-step walkthrough for entering required employee, position, and department information to ensure accurate submission.



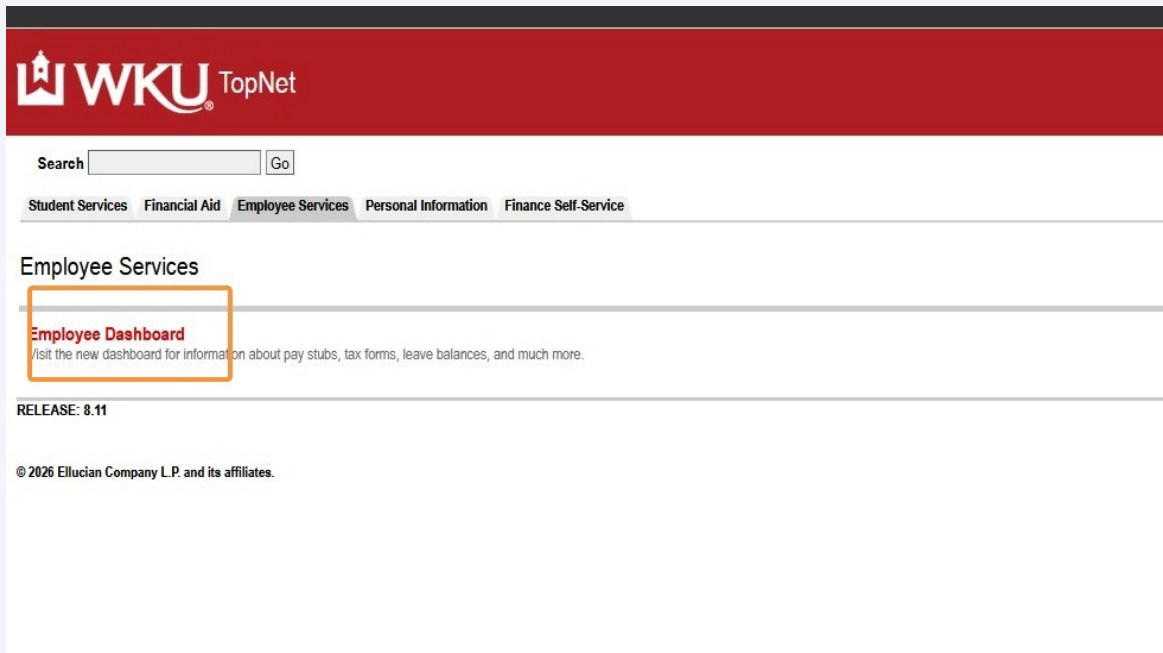
Cell phone allowances are paid to eligible employees in accordance with university cell phone policy and procedure. View the complete policy by clicking [here](#).

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Login to TopNet and click "Employee Services"

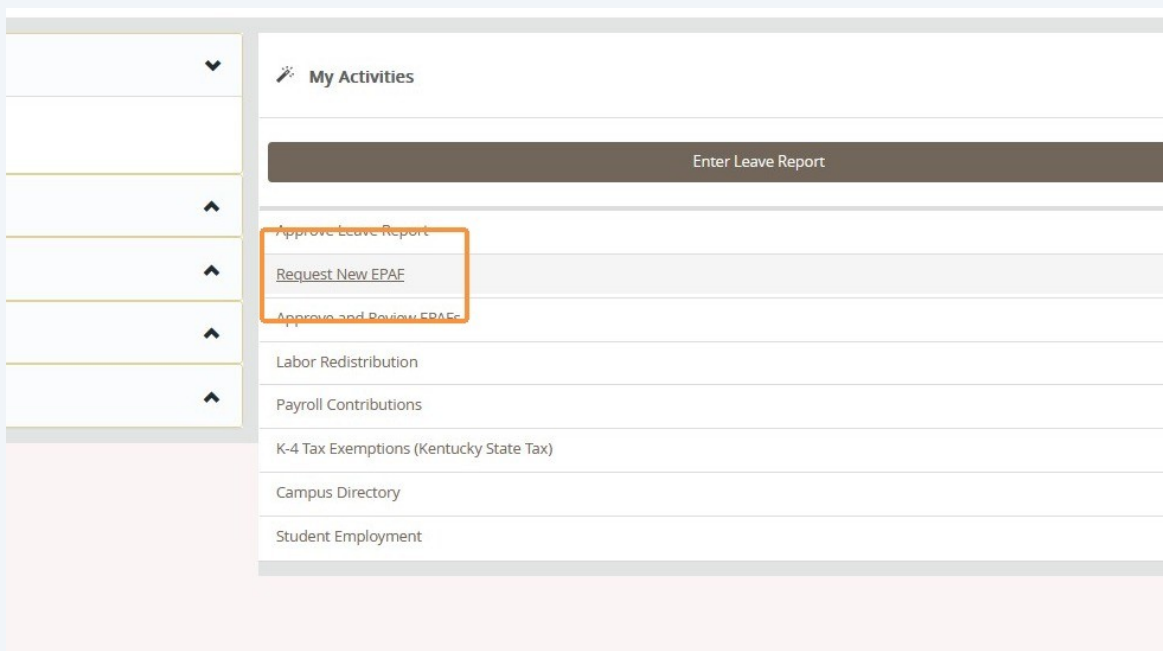


2 Click "Employee Dashboard"



EPAF Request Setup

3 Click "Request New EPAF" on the right navigation



4 Select the approval category "Cell Phone Allowance Stipend"

The screenshot shows the top portion of the WKU EPAP Request form. The header includes the WKU logo and the text 'EPAP Request Western Kentucky University'. Below the header, the title 'Electronic Personnel Action Form Request' is displayed. The 'Approval Category' dropdown menu is highlighted with an orange circle. Below this, the 'Employee Information' section contains fields for WKU ID, Name, Background Check Code, Background Check Comment, Position Number, Suffix, and Title. The 'Change Information' section contains fields for Position Number and Title.

This screenshot shows the 'Approval Category' dropdown menu open, displaying a list of options. The option 'Cell Phone Allowance Stipend' is highlighted with an orange box. The list of options includes: Full Time Regular Assignment, Full-Time Limited Assignment (with an End Date), Part-Time Regular Assignment, Part-Time Limited Assignment (with an End Date), Graduate Assistant, Reclassification, Salary or Rate Change, Temporary Rate Increase, Stipend Assignment, Labor Distribution Change, Begin Leave, End Leave, Sabbatical, Begin Shift Differential, End Shift Differential, End Assignment (not leaving WKU), Termination, Cell Phone Allowance Stipend, and Other. The background shows the same form as the previous screenshot, but the 'Approval Category' dropdown is now open.

5 Enter the employee WKU ID and click "Fill In"

The screenshot shows the 'EPAF Request' form titled 'Electronic Personnel Action Form Request'. The 'Approval Category' is set to 'Cell Phone Allowance Stipend'. The 'Employee Information' section is highlighted with an orange box, showing the 'WKU ID' field with a 'Fill In' button. Below this are fields for 'Name', 'Background Check Code', 'Background Check Comment', 'Position Number', 'Suffix', and 'Title'. The 'Change Information' section below has fields for 'Position Number', 'Title', 'Position Class', 'Employee Class', and 'Class Description'.

6 "Position Number" should be one of the following based on their payroll:
CELLMN - Monthly
CELLSM - Semi-monthly
CELLBW - Bi-weekly

This screenshot shows the 'Change Information' section of the form. The 'Position Number' field is highlighted with an orange box and has a 'Fill In' button. Other fields in this section include 'Title', 'Position Class', 'Employee Class', and 'Class Description'. Below this is the 'Home Department Index' section with a 'Department Name' field. The 'Job Change Reason' section includes a dropdown menu and a link to 'Job Change Reason Definitions'. The 'Campus Location' section has a dropdown menu. The 'Annual Salary' section has a text input field with a dollar sign and a note 'Annual Salary must be divisible by 12'. The 'Start Date' and 'End Date' sections have dropdown menus. The 'Funding Information' section is partially visible at the bottom.

7 Fill in the employee "Home Department Index" and click "Fill In"

Home Department Index	Department Name
Fill In	

Job Change Reason	Campus Location	Annual Salary
		\$
Job Change Reason Definitions		Annual Salary must be divisible by 12

Start Date	End Date

Funding Information

Labor Distribution		
Index 1	Percent 1	Index 1 Description
Fill In	%	

Change Details

8 Select Cell phone allowance for the "Job Change Reason" and "Campus Location" should be where the employee works majority of the time.

Job Change Reason	Campus Location	Annual Salary
		\$
Job Change Reason Definitions		Annual Salary must be divisible by 12

Start Date	End Date

Funding Information

Labor Distribution		
Index 1	Percent 1	Index 1 Description
Fill In	%	

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"Annual Salary" has two allowance options at the departments discretion and should adhere to the Cellular Allowance Policy. For MN or SM payroll, enter \$240 or \$360. For BW payroll, enter the hourly rates of 9.23 or 18.84.

Campus Location: Bowling Green

Annual Salary: \$ [dropdown menu]

Annual Salary must be divisible by 12

End Date: [calendar icon]

Percent 1: % [dropdown menu]

Index 1 Description: [text field]

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The annual renewals should have a start date of June 1st and end date of May 31st. If the EPAF is submitted at another time, be sure the end date is May 31st. (Grant funds will follow their own dates)

Job Change Reason: Cell phone allowance

Campus Location: Bowling Green

Annual Salary: \$ 360

Annual Salary must be divisible by 12

Start Date: [dropdown menu]

End Date: [calendar icon]

Funding Information

Labor Distribution

Index 1: [text field] [Fill In](#)

Percent 1: % [dropdown menu]

Index 1 Description: [text field]

[+ Add Index](#)

Funding and Approval

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Labor Distribution Index is the department that will pay for the allowance. Splits are permitted.

Funding Information

Labor Distribution

Index 1 Fill In Percent 1 % Index 1 Description x

+ Add Index

Foundation Funding

Account 1 Percent 1 % x

+ Add Foundation

Administrative Information

Routing

Approval Level 1	Approver Name 1	Action Required 1

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Enter in the appropriate EPAF approvals for your department. If it involves multiple funding sources, be sure to include each department.

Foundation Funding

Account 1 Percent 1 %

+ Add Foundation

Administrative Information

Routing

Approval Level 1	Approver Name 1	Action Required 1

+ Add Route

Oversight

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Cell Allowance EPAFs REQUIRE comments in order to be completed. Begin your comments with the CELL PHONE NUMBER. Then, using the qualifying instances in the bulleted list below, enter into the comments box the qualifying instance on which the request for the Cellular Allowance is being based. Per the Cellular Allowance Policy, the university defines the following business purposes as qualifying instances approved for granting a Cellular Allowance:

- The employee is responsible in emergency matters where they must be available to be contacted and/or respond in the event of an emergency.
- Employees who are frequently “on call” officially or implicitly and/or needs to be contacted in an immediate or timely manner (during or after regular business hours) to respond to situations pertinent to his/her assigned job responsibilities. If the contact is deemed by the department to be occasional usage, refer to section 3 of the Cellular Allowance Policy.
- Employees who commonly perform work out of the office or in a mobile capacity where they require reliable communication.
- The employee frequently travels or is out of the office and needs to be in contact with University personnel or affiliates to conduct University business.

correct name.

Additional Information

Comments

Please include any other information regarding this request.

Document Upload

If applicable, please submit a resignation letter, certification, degree verification, or any other personnel file document. If you have multiple documents, please utilize the [Update Personnel File or Record HR Service Request](#) form.

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Submit your EPAF Request. HR will review, make any necessary adjustments and submit the EPAF for approvals. If you need assistance, email epaf.help@wku.edu