

Index Number Change Checklist

- Admin or Exempt Payroll** – communicate new index number to Caren Lincoln in Human Resources. Indicate the individual’s name, ID number, start and end dates, as well as percentage of time.
- Faculty PAFs** – notify the Department or College Business Officer that will be preparing PAFs. Provide the individual’s name, ID number, start and end dates, as well as specifics about how payroll is to be calculated as percentage of time for overload or course release.
- Student Employment** – contact Sheryl Denney to provide student ID number, name, start and end date for new index number. Confirm that end date of old index has been entered on student record.
- Postage** – email EWU mail room with new index number and start date. Also provide old index and end date.
- Copier Costs** – notify individual in charge of billing copier charges of the new index number and start date.
- Telephone Costs** – send email to the help desk notifying them of change in index number. Provide old index, new index, and start date of new index.
- EWU Eagle Store** – contact bookstore to provide new index number and start date. Be sure to request that the old index is removed.
- Fuel Card** – send email to the help desk to provide the start date for new index number and end date for old index number.
- Auto Shop** – if applicable, contact Auto Shop to update the index number, provide start date for new index.
- Facilities** – if applicable, contact Facilities to update the index number, provide start date for new index.
- PCard** – contact Purchasing Dept to update the index number, provide start date for new index.
- Office Depot** – contact Procurement and Contracts to update index number, provide start date for new index and request old index to be removed.
- CTA Card** – contact Travel Accounting to update index number, provide start date for new index.
- Open Standing Orders** – contact Procurement and Contracts to close out any Open Standing Orders and provide the new index number for new Open Standing Orders. Do Not do a change order; change orders will interfere with the close out of the index.