

Instructions for Completing a Cell Allowance EPAF

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

A cell phone allowance is initiated by creating an EPAF in TopNet. Follow these steps to complete an EPAF which will begin and end payment of a cell phone allowance for up to one year duration.

- Login to TopNet
- From the Main Menu, select the following:
 - *Employee Services*
 - *Electronic Personnel Action Forms*
 - *New EPAF*
- Enter the employees 800 number, Tab, and verify it shows the correct name.
- Query date can equal the present date as long as you are not back dating to a previous month.
- Approval Category should be “*Cell Phone Allowance, CELL*”
- Select *GO*
- Under Position, enter the appropriate position code below based on the employees pay ID.
- Under Suffix, Enter “00”
- Select *GO*

Employee Pay ID	Position	Suffix
Monthly Paid Employee	CELLMN	00
Semi---Monthly Paid Employee	CELLSM	00
Bi---Weekly Paid Employee	CELLBW	00

- *Home department* is the index account code the allowance will be paid through.
- Select the *Work Location* the employee resides at the majority of their time.
- The *Employee Date* is the start date from which the allowance is to be paid.
- The *Payroll Date* is the same as the employee date. Unless the EPAF is being backdated, then the Payroll Date will be the start of the next pay period.
- The *Position Begin Date* is the original date the employee began their cell phone allowance.
- *Annual Salary* has two allowance options. Choose based on their monthly allowance amounts. For bi-weekly paid employees, enter the hourly rate.
 - If you are unsure of the Pay ID, you will find it listed in the “Employee Information” section of the EPAF.

Amount paid per month	Monthly or Semi---Monthly		Bi-Weekly	
	Annual Salary Field	Regular Hourly Rate Field	Annual Salary Field	Regular Hourly Rate Field
\$20/mo	240	Leave Blank	Leave Blank	9.23
\$30/mo	360	Leave Blank	Leave Blank	13.84

- *Cell Allowance Earnings*- The effective date must equal the payroll date.
- *Labor Distribution Assignment* must have an effective date that matches the Payroll Date as well.
 - On the first row, in the first blank box in the under the “Index” column, enter the index number to which the cell allowance is charged. Tab to the “Account” column and enter 61180. Finally, in the “Percent” column, enter the appropriate percentage amount. If the cell

allowance is only charged to one index, enter 100 in the percentage column. If there is a split labor distribution, use additional rows to document the split appropriately. The total percentage must equal exactly 100%.

- *End a Job Assignment*
 - Payroll and Employee Date should be May 31st of the current fiscal year unless following Grant dates.
- Complete the routing as you would on any EPAF by selecting an approver from Levels 40 and 55 who is appropriate. Add other levels as required in your division.
- Comments- 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.

There may be other qualifying instances where a cellular allowance may be granted; however, this must be explained fully in the Comments section of the EPAF. A “Cell Allowance EPAF submitted without explanatory “Comments” will be returned to the originator for correction.

- Upon completion of the above steps, click *Save then Submit*.

If you have any questions or issues, email epaf.help@wku.edu.