How to Change a Salary Index

Log in as a Benefit Coordinator
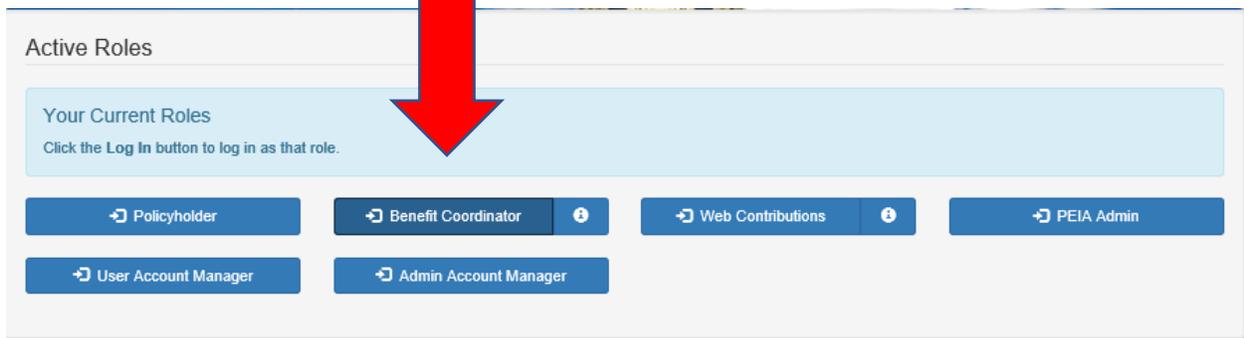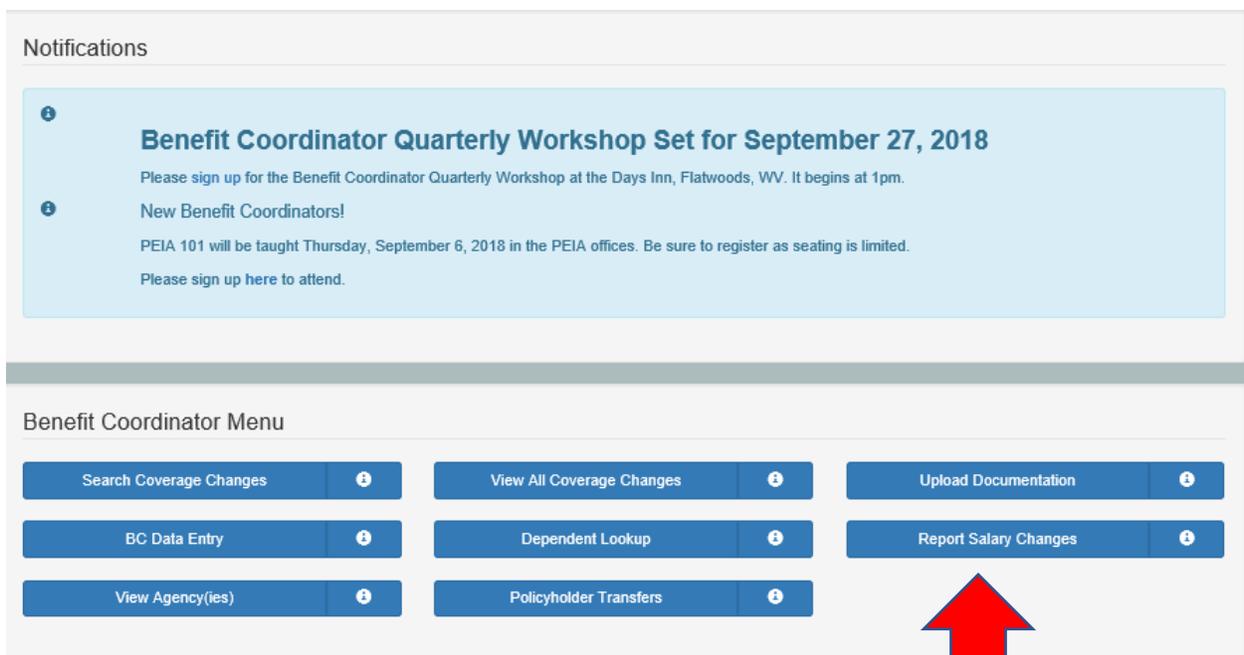

Click on "Report Salary Changes".

Enter the Social Security Number and click search.
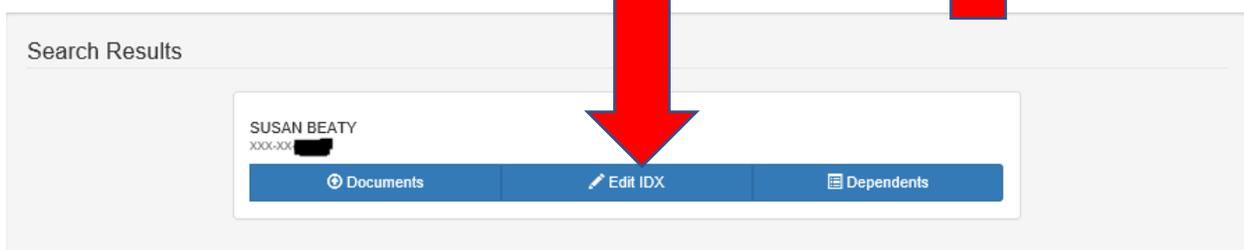
The above screen will appear and then you will click on Edit IDX.

You will click on the drop-down box to change the salary and then update the date if needed. Then click on submit. The salary increase will begin on the first of the following month, unless you noted a different date.

Select IDX & Effective Date

Name	SUSAN B
SSN	XXX-XX-
Newest IDX	(12/01/2014 - Current)
ESPS	No

New IDX:

* $22,700 OR LESS

Effective Date:

* MM/DD/YYYY

Must be within 08/01/2017 - 02/01/2019

✔ Submit