

Research Faculty and Post Docs Extension Epaf

Purpose - To extend a Research Faculty and Post Docs contract

Post Docs can only be extended for 5 years. Verify the hire date prior to submitting the epaf

BAR required - Originator of Faculty Employment Transactions

Documents – Faculty Extension Form these forms can be found on the OAP website:

<https://oap.unm.edu/academic-administrators/forms/index.html>

Position Number – FY or FP

Salary changes require Provost approval and must be requested using the Compensation Change

Request form found on the OAP website: <https://oap.unm.edu/academic-administrators/forms/index.html>

ePAF Person Selection

Enter the following Information

- ID** – Banner ID of the faculty member
- Query Date** – The effective date of the transaction. If the transaction is late, use the current date
- Approval Category** – Research & Post Doc Extension, JF0029
- Click Go

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

ePAF Job Selection

Choose the job record you are extending and select Go

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
AL	New Job									<input checked="" type="radio"/>
	Primary	FY0121	00	Research Assoc Professor	048F, AS Biology General Administrative	Jan 01, 2008		Jan 31, 2022	Active	<input type="radio"/>

All Jobs
Next Approval Type |

Chose the position you are working on, the status will be Active

ePAF Fields

Enter the Job Extension Details

- Job Status** – Not Enterable

- b. **Job Effective Date** – The date the action happens. This should be the day after the Current Contract End Date. **Example if the Current Contract End Date is 07/31/22 the Job Effective Date should be 08/01/2022**
- c. **Personnel Date** – Should be the same as the Job Effective Date
- d. **Contract Begin Date** – Should be the same as the Job Effective Date
- e. **Contract End Date** – Date will be the end of the contract
- f. **Appointment Percent** – This can be used to change the FTE of the faculty member
- g. **Hours per Pay** – Use the Hours per pay table on the OAP website:

<https://oap.unm.edu/academic-administrators/hours-per-pay-table/index.html>
- h. **Annual Salary** – This cannot be changed, if you are requesting a salary change this will need to be requested through a Compensation Change Request Form found on the OAP website:

<https://oap.unm.edu/academic-administrators/forms/index.html>
- i. **Job Change Reason** – Default to Job Extension (JBEXT)
- j. **Supervisor ID** – Enter Supervisor’s Banner ID
- k. **Supervisor Position** – Enter Supervisor’s Position Number
- l. **Supervisor Suffix** – Enter Supervisor’s Suffix

* - indicates a required field.

Faculty Extension, S12273-01 HR Analyst, Last Paid Date: Apr 30, 2024

Item	Current Value	New Value
Job Status: *(Not Enterable)	Active	<input type="text" value="A"/>
Jobs Effective Date: MM/DD/YYYY*	01/08/2024	<input type="text"/>
Personnel Date: MM/DD/YYYY*	01/08/2024	<input type="text"/>
Contract Begin Date: MM/DD/YYYY*		<input type="text"/>
Contract End Date: MM/DD/YYYY*		<input type="text"/>
Appointment Percent: *	100	<input type="text"/>
Hours per Pay: *	173.33	<input type="text"/>
Annual Salary: (Not Enterable)	53356.08	<input type="text"/>
Job Change Reason: *(Not Enterable) PCLAD		<input type="text" value="JBEXT"/>
Supervisor ID: *	101888738	<input type="text"/>
Supervisor Position: *	S09661	<input type="text"/>
Supervisor Suffix: *	00	<input type="text"/>

Default Earnings

- a. **Effective Date** – First day the action takes effect. This should be the effective date from above
- b. **Earnings:**
 - Research Faculty – 010
 - Post Doc – 014

- c. **Hours or Units Per Pay** – This should be the same as the Hours per Pay from above
- d. **End Date** – Should be the **day after** the Contract End Date

Faculty Default Earnings, FY0121-00 Research Assoc Professor, Last Paid Date: Jan 31, 2022

Current
 Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date

New Value						
Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift End Date	Remove
	Not Selected				1	
	Not Selected				1	
	Not Selected				1	
	Not Selected				1	

Save and Add New Rows

Job Labor Distributions

Enter the following:

- COA
- Index
- Account
- Percent - **The Percent must equal 100%**

Job Labor Distribution, FY0121-00 Research Assoc Professor, Last Paid Date: Jan 31, 2022

Current
 Effective Date: 02/01/2022

COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date

U 0480SN 2SM40 048H0 2000 P16R GNACTV 100.00

New
 Effective Date: MM/DD/YYYY 03/31/2022

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
Q	Q			Q									
Q	Q			Q									
Q	Q			Q									
Q	Q			Q									
Total:										.00			

Default from Index Save and Add New Rows

Routing Queue

The routing queue will default to the required approves. Chose the correct approvers for your Org.

Routing Queue

Approval Level	User Name	Required Action
20 - (DFA1) Dept Apprv Level 1 - Faculty	Q	Approve
40 - (CSO) College/School/Division Apprvr	Q	Approve
60 - (EAFAC) Employment Area Faculty	Q	Approve
93 - (FYIPAY) FYI - Payroll at Approval	Q	FYI
95 - (APPLY) Applier	Q	Apply
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected
Not Selected	Q	Not Selected

Save and Add New Rows

Comment Section

Enter the following:

Contract Extension – Start Date – End Date – Initials

Comment <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Documents

This transaction requires the completed Extension Form be attached

To complete the Research Faculty and Post Docs Extension Epaf, click the Upload Documents button at the top of the page to attach the document. Use the Ex Justification Memo option. For Instructions on how to attach a document to your EPAF please reference the Attaching Documents Job Aid. Please note, you will have 5 minutes to attach your document otherwise the system will log you out and you will be required to log back in.

Name and ID:	Job and Suffix:
Transaction:	Query Date:
Transaction Status:	Last Paid Date:
Approval Category:	
Upload Documents 	