

## Faculty Transaction Submission Portal

### Submitting a Transaction Request

1. **Acknowledge Responsibility**

If you are submitting a transaction request after the 7th of the month in which the transaction is effective, a payroll adjustment form must be attached. Please check the box to acknowledge your responsibility. This acknowledgment is required even if the request is submitted on time.

2. **Select Submission Type**

- **New** – This is a request for a new submission
- **Revision** – This request is to revise an action previously submitted through ePAF or the Faculty Transaction Portal. Relevant transaction numbers are required. Please note that this portal cannot be used to revise ePAFs that have not yet been applied to Banner.

3. **Enter Faculty Member's First and Last Name**

4. **Enter Faculty Member's UNM (Banner) ID**

5. **Select the Faculty Member's Department**

Choose the department from the drop-down menu. Select "Other" if the department is not listed and be sure to provide the Org Code.

6. **Enter Department Contact Information**

Provide the name and email of the department contact (requestor).

- Multiple email addresses can be added to this field. Enter the first email address a comma and space before entering the next email.

7. **Choose the Transaction Type**

Select the appropriate transaction type from the drop-down list.

8. **Enter Comments**

In the comments section, include any information OAP should know about the transaction.

9. **Attach Document(s)**

Upload the necessary documents in the File Upload section.

### After Submission

- **Transaction Confirmation** - After submission, you will receive an email with a transaction number, which can be used to track your request.
- **Correction Request Notification** - If corrections are needed, OAP will send an email to the [faculty@unm.edu](mailto:faculty@unm.edu) address with instructions.

- **Payroll Adjustment Form Reminder** - If a required payroll adjustment form was not provided for a transaction requests received after the 7th of the effective pay month, you will receive an email advising you to resubmit the request with the required form.
- **Approval Notification** - Once OAP approves the transaction request, you will receive an email confirming that it has been routed for Banner entry.
- **Final Completion Notification** - When the transaction request has been entered into Banner, you will receive a final email notifying you of completion. Allow 48 hours for changes to appear in reports.