Research Faculty and Postdoctoral Fellow Extension

Purpose: To extend a Research Faculty and Postdoctoral Fellow contract
Post Docs can only be extended for 5 years. Verify the hire date prior to submitting the epaf

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

BAR Role Required: EPAF - Originator of Faculty Employment Transactions

Position Number – FY or FP

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

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

1. Enter the following Information
   a. ID – Banner ID of the faculty member
   b. Query Date – The effective date of the transaction. If the transaction is late, use the current date
   c. Approval Category – Research & Post Doc Extension, JF0029
   d. Click Go

2. Chose the job record you are extending and select Go

3. Enter the Job Extension Details
   a. Job Status – Not Enterable
      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
   b. Personnel Date – Should be the same as the Job Effective Date
   c. Contract Begin Date – Should be the same as the Job Effective Date
   d. Contract End Date – Date will be the end of the contract
e. Appointment Percent – This can be used to change the FTE of the faculty member
f. Hours per Pay – Use the Hours per pay table on the OAP website or calculate:
   https://oap.unm.edu/academic-administrators/hours-per-pay-table/index.html

g. 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
h. Job Change Reason – Default to Job Extension (JBEXT)

4. Faculty 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

5. Job Labor Distribution
   a. Enter the following:
      • COA
      • Index
      • Account
      • Percent - The Percent must equal 100%
6. Routing Queue

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

7. 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 Other Epaf Attachments 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.