

# 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

Enter Job Extension Details, J00058

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

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

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)

Faculty Extension, FP0200-00 Post Doctoral Fellow, Last Paid Date: Sep 30, 2022		
Item	Current Value	New Value
Job Status: *(Not Enterable)	Active	A
Jobs Effective Date: MM/DD/YYYY*	06/01/2022	
Personnel Date: MM/DD/YYYY*	06/01/2022	
Contract Begin Date: MM/DD/YYYY*	06/01/2022	
Contract End Date: MM/DD/YYYY*	11/30/2022	
Appointment Percent: *	100	
Hours per Pay: *	173.33	
Annual Salary: (Not Enterable)	50400	
Job Change Reason: *(Not Enterable) NHIRE		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

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
	Not Selected					1
	Not Selected					1
	Not Selected					1
	Not Selected					1

Save and Add New Rows

- 5. Job Labor Distribution
  - a. 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 25M40 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												
<b>Total:</b>										.00		

Default from Index | Save and Add New Rows

## 6. 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 - (DFA3) Dept Apprv Level 1 - Faculty	Q	Approve
40 - (CSO) College/School/Division Apprv	Q	Approve
60 - (EAFAC) Employment Area Faculty	Q	Approve
93 - (PYPRV) PY1 - Payroll at Approval	Q	PY1
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**

Save

[Return to Top](#)

[Approval Types](#) | [Default Earnings](#) | [Account Distribution](#) | [Routing Queue](#)  
[New EPAF](#) | [EPAF Originator Summary](#)

## 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.