

End Faculty Special Administrative Component (SAC)

Reason: Use this Epaf to end a faculty SAC. **Do not use this process to end a SAC for Associate Deans, Chairs and Directors.**

BAR Role Required: EPAF - Originator of Faculty Employment Transactions

Position Number: Position Number with the **S** suffix

Document: Special Administrative Component (SAC) Form found on the OAP Forms Page

<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 being entered late, use the date the action should have ended.
 - c. Approval Category – Faculty SAC End, JF0028
 - d. Click Go

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: *

2. Chose the Job Type you are working on

End Current Job, J00002										
Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job									
	Primary	F90197	00	Professor	048F, AS Biology General Administrative	Jan 01, 2008		Jan 31, 2022	Active	<input type="radio"/>
	Secondary	F90197	S1	Asst.Dir. MARC	048F, AS Biology General Administrative	Aug 01, 2020	Dec 31, 2022	Jan 31, 2022	Active	<input type="radio"/>

Chose the S Suffix you are working on, the status will be Active

3. Job Change Reason Information
 - a. ENDSC will auto populate
 - b. Jobs Effective Date – The Job Effective Date reflects the date the SAC is scheduled to end. If the action is submitted late use the last paid date.
 - c. Personnel Date - The Personnel Date Should reflects the date the SAC is scheduled to end.

Job Status – Auto populate to T

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Scott Marshall Anderson, 101496661
Transaction: **Query Date:** May 31, 2023
Transaction Status: **Last Paid Date:** Sep 30, 2022
Approval Category: Faculty SAC End, JF0028

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* - indicates a required field.

Faculty SAC End, F90978-S1 Associate Chair, Last Paid Date: Sep 30, 2022

Item	Current Value	New Value
Job Change Reason: (Not Enterable) ADDSC		ENDSC
Jobs Effective Date: MM/DD/YYYY*	08/01/2022	
Personnel Date: MM/DD/YYYY*	08/01/2022	
Job Status: (Not Enterable) Active		T

The Job Effective Date reflects the date the SAC is scheduled to end.

The Personnel Date Should reflects the date the SAC is scheduled to end.

4. Routing Queue

- a. Dept Apprv Level 1 - Faculty
- b. College/School/Division
- c. Employment Area Faculty –Transaction Center Rep
- d. Payroll – FYI Only
- e. Applier – must be selected

Routing Queue

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

5. Use the comment box to document information needed for the processing of the action

6. This transaction requires the completed SAC end document to attach

To complete your SAC End EPAF, click on the Upload Documents button at the top of the page to attach the SAC End document. Use the Special Administrative Component (SAC) 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.