New EPAF Process

To extend a Postdoctoral Fellow contract:

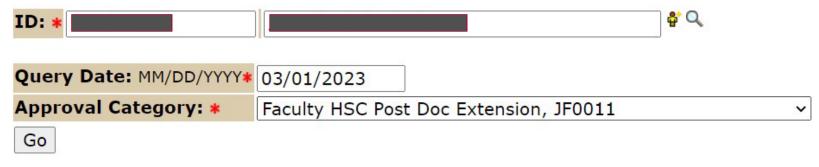
- Position Number FP****
- Documents needed- Completed PDCIF must be uploaded to the EPAF.
- The Department is responsible for obtaining all signatures on the PDCIF before submitting the EPAF, including the Dean's signature.
 - *Post Docs can only be extended for 5 years. Verify the hire date prior to submitting the EPAF*



Start the EPAF

Enter the following information:

- a) ID Banner ID of the Post Doc
- b) Query Date The effective date of the transaction.
- c) Approval Category –Faculty HSC Post Doc Extension, JF0011
- d) Click Go





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Choose the Active job record you are extending and Select Go→

Faculty HSC Post Doc Extension, J00060

Search	Туре	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
Q	New Job									•
	Primary	FP0020	00	Post Doctoral Fellow	451F, Psych UPC Clinic-UNM PC-MHC/Adult	Nov 01, 2021		Feb 28, 2023	Active	0

All Jobs

Next Approval Type Go



Job Extension Details

- Job Effective Date
 - Same as appointment date from PDCIF
- Personnel Date
 - Same as the Job Effective Date
- Contract Begin Date
 - Same as the Job Effective Date
- Contract End Date
 - Date will be the end of the contract

Item	Current Value	New Value
Job Status: *(Not Enterable)	Active	A
Jobs Effective Date: MM/DD/YYYY∗	09/01/2022	
Personnel Date: MM/DD/YYYY*	09/01/2022	
Contract Begin Date: MM/DD/YYYY*	09/01/2022	
Contract End Date: MM/DD/YYYY*	08/31/2023	



Job Extension Details continued

- Appointment Percent
 - Match the PDCIF
- Hours per Pay
 - Use the Hours per pay table
- Annual Salary
 - Match 12 month base salary on PDCIF

		· · · · · · · · · · · · · · · · · · ·
Appointment Percent: *	100	
Hours per Pay: *	173.33	
Annual Salary: *	55372.8	
Job Change Reason: *(Not Enterable) JBEXT	JBEXT

Appt %	Hours per Pay
8.33	14.44
16.67	28.89
25.00	43.33
33.33	57.78
41.67	72.22
50.00	86.67
58.33	101.11
66.67	115.55
75.00	130.00
83.33	144.44
91.67	158.89
100.00	173.33



Post Doc Default Earnings

- Faculty Default Earnings
 - Effective Date Match PDCIF- contract Begin date.
 - Earnings: Post Doc 014
 - Hours or Units Per Pay This should be the same as the Hours per Pay from above
 - End Date Should be the day after the Contract End Date

Enter Default Earnings, FP0020-00 Post Doctoral Fellow, Last Paid Date: Feb 28, 2023

Current										
Effective Dat	te Earnings		Hours or Units	Per Pay Dee	med Hours	Special Rate Sh	nift End Date			
09/01/2022	014, Post	Doc Regular Earnings		173.33		1	09/01/2023			
New Value										
Effective Dat	te MM/DD/YYYY	Earnings		Hours or Un	nits Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD	/YYYY Remove
09/01/2022		014, Post Doc Regular E	arnings ~		173.33			1	09/01/2023	
		Not Selected	~					1		
		Not Selected	~					1		
		Not Selected	~					1		
		Not Selected	~					1		
✓ Defaulting \(\)	values for D	efault Earnings from th	ne Job records.							
Save and Add N	ew Rows									



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Job Labor Distribution

- Job Labor Distribution
 - Enter the following:
 - COA- U
 - Index
 - Account Code: 20F0
 - Percent The Percent Total must equal 100%

Labor Distribution Change, FP0020-00 Post Doctoral Fellow, Last Paid Date: Feb 28, 2023

Current Effective Date: 07/01/2022 COA Index Fund Organization Account Program Activity Location Project Cost Percent Encumbrance Override End Date 127023 1A0007 127R 20F0 P502 GNACTV 100.00 Effective Date: MM/DD/YYYY 03/01/2023 Index Percent Encumbrance Override End Date Organization Account Program Activity Location Project Cost Q Total: Default from Index | Save and Add New Rows



Routing Queue

The Routing Queue will default to the required approval. Choose the correct approvers for your Org under User Name.

- Dept Apprv Level 1= Dept index approver.
- College/School/Division = Next Level Dept approver (may include admin, accountant, grant person, PI, etc.)
- Employment Area Faculty = <u>Jasmine LeJeune</u> or <u>Hayley Shadle</u>
- FYI-Payroll = Stella Quintana
- Applier = Applier

Routing Queue

Save and Add New Rows

Approval Level		Iser Name	Required Act	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	~	