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

ID: * [_____] | [_____]   👤 🔍

Query Date: MM/DD/YYYY* [03/01/2023]
Approval Category: * [Faculty HSC Post Doc Extension, JF0011 ⌄]
[Go]

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

Faculty HSC Post Doc Extension, J00060

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

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	

HEALTH SCIENCES

THE UNIVERSITY OF NEW MEXICO HEALTH SCIENCES

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

HEALTH SCIENCES
THE UNIVERSITY OF NEW MEXICO HEALTH SCIENCES

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 Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date
09/01/2022	014, Post Doc Regular Earnings	173.33			1	09/01/2023

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
09/01/2022	014, Post Doc Regular Earnings	173.33			1	09/01/2023	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

✔ Defaulting values for Default Earnings from the Job records.

Save and Add New Rows

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**
U	127023	1A0007	127R	20F0	P502	GNACTV				100.00	

New											
Effective Date: MM/DD/YYYY 03/01/2023											
COA	**Index**	**Fund**	**Organization**	**Account**	**Program**	**Activity**	**Location**	**Project**	**Cost**	**Percent**	**Encumbrance Override End Date**
🔍	🔍			🔍							
🔍	🔍			🔍							
🔍	🔍			🔍							
🔍	🔍			🔍						**Total:**	.00

[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 = Jasmine LeJeune or Hayley Shadle
- FYI-Payroll = Stella Quintana
- Applier = Applier

Routing Queue

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

Save and Add New Rows