Professional Contract Renewal  
MTH115

The following instructions refer to the process to extend the job end date of a professional contract (P3) employee, such as when they are grant funded and their contract is extended for the next fiscal year.

Before you begin this EPAF, please be sure you have the following information:

- Current and new assignment end date
- Position number and suffix for assignment (Suffix is typically 00)
- BSU ID number of employee and the supervisor
- Annual salary
- Number of factors/pays (typically 26 per fiscal year)
- Job Change Reason Code (typically CNTRE – Contract Renewal)
- Approver levels to include
- Detail for Comments section (i.e. confirm annual salary and extension date)

Log on to Self-Service Banner and click on the Employee tab. You will see a box labeled Electronic Personnel Action Forms - click on it to reach the main EPAF menu. Choose the option: New EPAF. Shown below is what will be displayed.

![New EPAF Person Selection](image)

Enter the BSU ID number of the employee in the ID field and then enter the query date. The date you are doing the EPAF will automatically default into this field, but you should make the query date the next day following the end of the current assignment.
Select MTH115 from the drop down menu that is activated by clicking on the arrow highlighted in the previous illustration.

The menu of all active EPAFs will appear as shown below.

After you have selected MO-Fac/Prof – New Job Assign Ongoing or w End Date-TT, MTH115 from the list shown above, click on GO. You will then see the job information section of the EPAF in which you will enter the position number and suffix as shown in the highlighted fields below. The suffix for most position numbers is 00.

Click on GO to move to the Job Information section of the EPAF shown on the next page.

In thinking about what dates to use in the date fields on the Job Information section of this EPAF, remember if you don’t use the first day of the month in the PAF Effective Date field to begin the assignment, the payment will be prorated.

Enter the PAF Effective Date as the next day following the end of the current assignment.
Then click on the SAVE button found at either the top or bottom of the EPAF screen.

The Current Value column will then populate showing information from the prior assignment if there was one. The Job Begin Date field (highlighted below) can be left blank.

In the annual salary field place the total amount to be paid for this assignment. Factors and pays will always be the same number: for a fiscal year assignment they will be 26. Job change reason in this case is CNTRE (Contract Renewal). Complete the Supervisor ID field which is a required field, but the current supervisor may or may not be the same as on the prior assignment. The (Not Enterable) fields are pre-filled. See example below.
The next section of the EPAF is the End a Job Assignment section. The PAF Effective Date and Personnel Date should be the new contract end date for the assignment. The Job Status is Terminated (T) and the job change reason code should be ENDJB (End of Job Assignment). See example below.

![Example Table]

**TIP:** If you haven’t saved the EPAF for a while, you may want to do so at this time by clicking the Save button at the top or bottom of the form.

Complete the Routing Queue section of the EPAF which lists the approval levels you will select for this action. When you initially go to this section, the user name fields will be blank; but when you click on the magnifying glass (highlighted in the illustration below), a list of possible approvers will appear from which you may select. Use the drop down box to add additional Approval Levels as appropriate for your area.
Please select your HR Partner at the 650 Pre-approval HR level. You will need to add other approval levels that are required for your area such as Director, College Budget Director, etc. In some areas, the Vice President may be assigned an FYI instead of an Approve in the Required Action field. If the position is in Academic Affairs, select the Provost instead of the Vice President. Compliance and the President (if over $10,000) are required approvers on professional contract renewals.

<table>
<thead>
<tr>
<th>Approval Level</th>
<th>User Name</th>
<th>Required Action</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>650 - (VPRES) Vice President</td>
<td>*</td>
<td>Approve</td>
<td>[ ]</td>
</tr>
<tr>
<td>730 - (COPL) Univ Compliance</td>
<td>*</td>
<td>Approve</td>
<td>[ ]</td>
</tr>
<tr>
<td>770 - (PAYFy) Payroll Fyi</td>
<td>*</td>
<td>Approve</td>
<td>[ ]</td>
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<tr>
<td>780 - (PRES) President</td>
<td>*</td>
<td>Approve</td>
<td>[ ]</td>
</tr>
<tr>
<td>800 - (UHRS) Human Resources</td>
<td>*</td>
<td>Approve</td>
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<td>Not Selected</td>
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</tbody>
</table>

Next PLEASE add detailed comments to the EPAF. Below is an example of what those comments might be for this EPAF.

![Enter Comment](image)

Contract renewal for fiscal year 2017-2018. Salary increased to $76,000.00]

When the comments section is completed:

1. Save the EPAF again;
2. Click on the Submit button at either the top or bottom of the form.
3. “Your transaction has been successfully submitted” will be the message displayed.
4. If you encounter errors and are unsure how to correct them, refer to the *Error Explanation Document* in the Banner EPAF General Information section or send an email to ERPHR@bsu.edu for assistance.