

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.

The screenshot shows the 'New EPAF Person Selection' form. At the top, there is a breadcrumb trail: Home > New EPAF Person Selection. Below this is a search bar with the instruction: 'Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Appro'. A red asterisk indicates a required field. The form contains the following fields: 'ID: *' with two input boxes and a search icon; 'Query Date: MM/DD/YYYY*' with one input box; and 'Approval Category: *' with a dropdown menu currently showing 'Not Selected'. A 'Go' button is located at the bottom left of the form area.

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.

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

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY*

Approval Category: * **Not Selected**

- Not Selected
- Administrative - General Title Change, ADM300
- Administrative - Change in Labor, ADM301
- Administrative - End Job Assignment, ADM400
- Administrative - Change of Supervisor or Org, ADM500
- BW-Staff/Service-Temp Job Assign Ongoing or w End Date, BWK115
- BW-Staff/Service- Add or Reactivate a Secondary Job, BWK103
- BW-Staff/Service- Change Base Pay, BWK201
- GA-Graduate Assistant-New Stipend Hire, GA120
- MO-Fac/Prof-Contract Assignment-Faculty AY, Semester, MTH102
- MO-Fac/Prof-New Job Assign Ongoing or w End Date-TT, MTH115**
- MO-Fac/Prof- Additional comp wLabor, Summer, Ret,TM,TF & F6, MTH107
- MO-Fac/Prof- Change Base Pay, MTH201
- MO-Fac/Prof- Additional Earnings (Existing Job-no Grants), MTH300
- Student - New Hire, STU110
- Student - New Stipend hire, STU115
- Student - Change Base Pay, STU201

Go

[EPAF Approver Summary](#)

[Return to EPAF Menu](#)

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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.

Query Date: Jul 01, 2017

Approval Category: MO-Contract Assignment, MTH102

Job Information - NBAJOBS, JBSTI2

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	101288	00	Audiologist	700250, Speech Pathology & Audiology					<input type="radio"/>

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

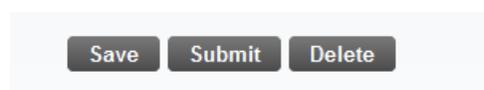
In thinking about what dates to use in the date fields on the Job Information section of this EPAF, remember if you don't use the first day of the month in the PAF Effective Date field to begin the assignment, the payment will be prorated.

Enter the PAF Effective Date as the next day following the end of the current assignment.

Job Information - NBAJOBS, 101894-00 Instructor, Last Paid Date: Apr 30, 2017

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY		<input type="text"/>
PAF Effective Date: MM/DD/YYYY*		<input type="text"/>
Personnel Date: MM/DD/YYYY		<input type="text"/>
Job Type (P, S, O): *(Not Enterable)		<input type="text" value="P"/>
Step: (Not Enterable)		<input type="text" value="0"/>
Annual Salary: *		<input type="text"/>
Factor: *		<input type="text"/>
Number of Pays: *		<input type="text"/>
Job Status: *(Not Enterable)		<input type="text" value="A"/>
Job Change Reason:		<input type="text" value="Not Selected"/>
Supervisor ID: *		<input type="text"/>

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.

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY	10/01/2011	<input type="text"/>
PAF Effective Date: MM/DD/YYYY*	06/30/2017	<input type="text" value="07/01/2017"/>
Personnel Date: MM/DD/YYYY	06/30/2017	<input type="text" value="07/01/2017"/>
Job Type (P, S, O): *(Not Enterable) Primary		<input type="text" value="P"/>
Step: (Not Enterable)	0	<input type="text" value="0"/>
Annual Salary: *	74334.48	<input type="text" value="76000.00"/>
Factor: *	12	<input type="text" value="12"/>
Number of Pays: *	12	<input type="text" value="12"/>
Job Status: *(Not Enterable)	Terminated	<input type="text" value="A"/>
Job Change Reason:	ENDJB	<input type="text" value="CNTRE, Contract Renewal"/>
Supervisor ID: *	000780647	<input type="text" value="000780647"/>

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.

Item	Current Value	New Value
PAF Effective Date: MM/DD/YYYY*		<input type="text" value="06/30/2018"/>
Personnel Date: MM/DD/YYYY*		<input type="text" value="06/30/2018"/>
Job Change Reason: *		<input type="text" value="ENDJB, End of Job Assignment"/>
Job Status: *		<input type="text" value="Terminated"/>

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.

Routing Queue

Approval Level	User Name	Required Action	Remove
<input type="text" value="650 - (PAPHR) Pre-approval HR"/>	<input type="text" value=""/> 	<input type="text" value="Approve"/>	
<input type="text" value="770 - (PAYFYI) Payroll Fyi"/>	<input type="text" value=""/> 	<input type="text" value="FYI"/>	
<input type="text" value="800 - (UHRS) Human Resources"/>	<input type="text" value=""/> 	<input type="text" value="Apply"/>	
<input type="text" value="Not Selected"/>	<input type="text" value=""/> 	<input type="text" value="Not Selected"/>	
<input type="text" value="Not Selected"/>	<input type="text" value=""/> 	<input type="text" value="Not Selected"/>	

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.

Routing Queue

Approval Level	User Name	Required Action	Remove
600 - (VPRES) Vice President		Approve	<input type="checkbox"/>
650 - (PAPHR) Pre-approval HR		Approve	<input type="checkbox"/>
730 - (COMPL) Univ Compliance		Approve	<input type="checkbox"/>
770 - (PAYFYI) Payroll Fyi	BSU00	FYI	<input type="checkbox"/>
780 - (PRES) President	BSU00	Approve	<input type="checkbox"/>
800 - (UHRS) Human Resources	BSU00	Apply	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>
Not Selected		Not Selected	<input type="checkbox"/>

Save and Add New Rows

BSU ID numbers will appear here

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

Enter Comment

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 ERP@bsu.edu for assistance.