

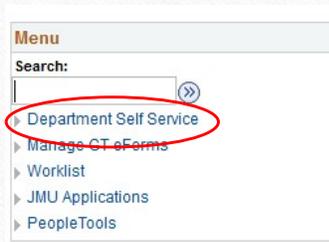
What is a contract extension and when is it used?

A contract extension is used when you want to extend the end date of an active employee that already has a termination row established in the system and you want to extend that date into the future.

You can only extend a contract BEFORE the end (term) date has arrived.

How do I find the contract extension form?

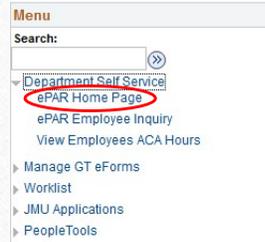
Log in to HRMS > Department Self Service > ePAR Home Page > Start a new ePAR > Existing Job Change Form



Menu

Search:

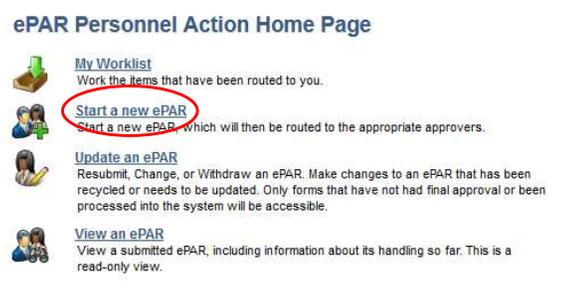
- ▶ **Department Self Service**
- ▶ Manage GT eForms
- ▶ Worklist
- ▶ JMU Applications
- ▶ PeopleTools



Menu

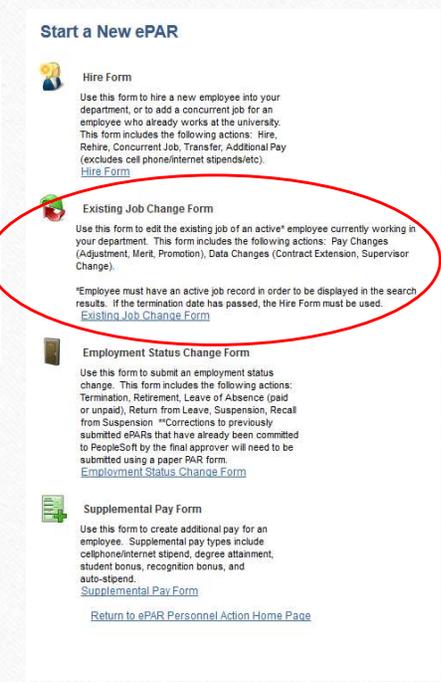
Search:

- ▶ **Department Self Service**
 - ▶ **ePAR Home Page**
 - ▶ ePAR Employee Inquiry
 - ▶ View Employees ACA Hours
- ▶ Manage GT eForms
- ▶ Worklist
- ▶ JMU Applications
- ▶ PeopleTools



ePAR Personnel Action Home Page

- My Worklist**
Work the items that have been routed to you.
- Start a new ePAR**
Start a new ePAR, which will then be routed to the appropriate approvers.
- Update an ePAR**
Resubmit, Change, or Withdraw an ePAR. Make changes to an ePAR that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.
- View an ePAR**
View a submitted ePAR, including information about its handling so far. This is a read-only view.



Start a New ePAR

- Hire Form**
Use this form to hire a new employee into your department, or to add a concurrent job for an employee who already works at the university. This form includes the following actions: Hire, Rehire, Concurrent Job, Transfer, Additional Pay (excludes cell phone/internet stipends/etc).
[Hire Form](#)
- Existing Job Change Form**
Use this form to edit the existing job of an active* employee currently working in your department. This form includes the following actions: Pay Changes (Adjustment, Merit, Promotion), Data Changes (Contract Extension, Supervisor Change).
*Employee must have an active job record in order to be displayed in the search results. If the termination date has passed, the Hire Form must be used.
[Existing Job Change Form](#)
- Employment Status Change Form**
Use this form to submit an employment status change. This form includes the following actions: Termination, Retirement, Leave of Absence (paid or unpaid), Return from Leave, Suspension, Recall from Suspension **Corrections to previously submitted ePARs that have already been committed to PeopleSoft by the final approver will need to be submitted using a paper PAR form.
[Employment Status Change Form](#)
- Supplemental Pay Form**
Use this form to create additional pay for an employee. Supplemental pay types include cellphone/internet stipend, degree attainment, student bonus, recognition bonus, and auto-stipend.
[Supplemental Pay Form](#)

[Return to ePAR Personnel Action Home Page](#)

- Locate the employee in the search panel and then click on their name

Select An Employee
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with 100057382

Empl Record: = 0

Name: begins with

Business Title: begins with

Department: begins with

EmpGrp: begins with

Account Code: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Empl ID	Empl Record Name	Business Title	Department Description	EmpGrp	Position Number	Descr	Job Code	Descr2	Account Code
100057382	Gilles, Olivia S	Resident in Counseling	100171 Counseling Center	PTNON	00002117	Part-time T & R Wages	90002	Part-time T & R Wages	114530

- Once the form populates, you will need to check the *I need to extend this employee's contract* box
- Once you have checked the contract extension box, the end date will appear in the Effective Date box
- You will fill out the other information as needed and then click submit on the last page

Transaction Information

Name: [Redacted] Empl ID: [Redacted] eForm ID 32007
Contact Name: [Redacted] Contact Phone: 540/568-8769 [Comment History](#)

Current Job Info

Name: [Redacted] Empl ID: [Redacted]
Dept ID: 100171 Counseling Center Empl Rcd: 0
Job Code: 90002 Part-time T & R Wages
Position Nbr: 00002117 Part-time T & R Wages
Emp Grp: PTNON
Full/Part: Part-Time

I need to extend this employee's contract

[View Original Job Data](#)

Account Code: 114530 Employee Group: PTNON
Effective Date: 05/05/2018 *End Date: [Redacted]
Department: 100171 Counseling Center
Position Number: 00002117

* A Memo of Understanding (MOU) is required for this job.
 MOU is attached to this request
 MOU sent separately
 N/A - Employee is full-time

*Working Title: Resident in Counseling

*Supervisor ID: 100059052 Wendy Gerlach

Job Code: 90002 Part-time T & R Wages

*Projected Hours: 0

ACA Hours - Current MP

Total Number of ACA Hours:	1500
Current Total Hours:	23
Pending Hours on ePAR Forms:	0
Current MP Projected Hours:	0
Remaining Hours:	1477

Things to keep in mind when doing a contract extension:

- The ePAR must be initiated BEFORE the end date has arrived
- Can only extend contracts on the following account codes:
 - 114100 (Wage)
 - 114530 (TNT)
 - 112130 (RNT)
 - 114500 (Adjunct)
 - 112600 (Instructional Faculty)
 - 114400 (Students)
 - 114200 (Graduate Assistants)