

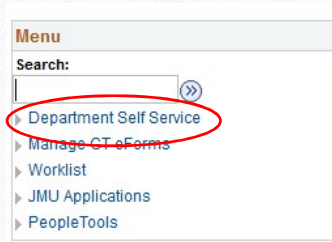
What is a contract extension and when is it used?

A contract extension is when you want to extend the end date of a active employee that has a term row already established in the system. 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?

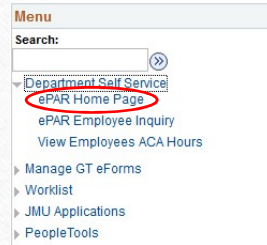
Login to HRMS > Department Self Serve > ePAR Home Page > Start a new ePAR > Existing Job Change Form



Menu

Search:

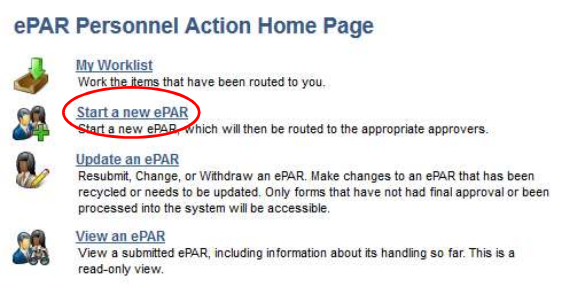
- ▶ Department Self Service
- ▶ Manage GT eForms
- ▶ Worklist
- ▶ JMU Applications
- ▶ PeopleTools



Menu

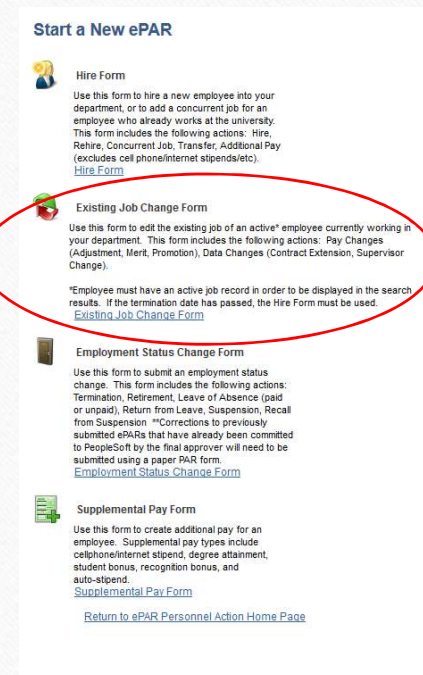
Search:

- ▶ 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	Gillies,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 select the “I need to extend this employee’s contract box”
- Once you have selected the contract extension box it will default in the end date from the job you are wanting to extend
- You will fill out the other information as needed and then click submit on the last page

Transaction Information

Name: Gillies,Olivia S Empl ID: 100057382 eForm ID: 32007

Contact Name: Biswal,Mamata Contact Phone: 540/568-8769 [Comment History](#)

Current Job Info

Name: Gillies,Olivia S Empl ID: 100057382

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:

Department: 100171 Counseling Center

Position Number: 00002117

*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

* 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

Things to keep in mind when doing a contract extension:

- Must be completed BEFORE the end date has arrived
- Can only extend contracts on the following account codes:
 - 114100 (Wage, part-time, hourly)
 - 114530 (Temporary-Non Teaching [TNT]; Salaried)
 - 112130 (Reoccurring- Non Teaching [RNT]; Salaried- less than 20 hours per week & Academic Affairs only)
 - 114500 (Adjunct)
 - 112600 (Instructional Faculty; one year)
 - 114400 (Students)
 - 114200 (Graduate Assistants)