



**NOAEPAF – Adjunct Contract Renewal (AJREN)**

1. Log in to Banner.
2. Key **NOAEPAF** in the Go To box and press “**Enter**”
3. **Enter**/select the following in the Key block:
  - a. **ID:** Enter the **Vid** of the desired employee.
    - i. If the Vid is not known, use the **Search** function (  - drop down arrow) on the right hand side of the ID field. *See separate instructions for person searching on POIIDEN.*
  - a. **Transaction:** Leave Blank
  - b. **Query Date:** Date of information desired
    - i. *Note – You can use Today's date as a default*
  - c. **Approval Category:** AJREN (Adjunct Contract Renewal)
  - d. **Approval Type:** AJC1 (Adjunct Contract Renewal)

- e. **Position:** Desired Position for the employee
    - i. Click on the Position search function, ( - drop down arrow).
    - ii. Click List of Employee's Jobs ([NBIJLST](#)).
    - iii. Double click the desired position number to return to [NOAEPAF](#) form.
  - f. **Suffix:** Defaults for the desired position.
4. **Next Block** (or **Ctrl/PgDn**).
  5. The first row should be the **Job Effective Date**
  6. Under the last column, with the heading **NEW VALUE**, Key in the Effective Date for the Adjunct Contract Renewal
    - a. **Note - Effective date must be greater than, the Last Paid Date AND some day after the end date of the previous Adjunct contract.**
  7. Job Status and Change reason will be defaulted
  8. The next row to fill out should be the **Annual Salary**
    - a. If salary **NOT** changing type in the Current salary, in New Value column.
    - b. If salary **IS** changing type in the NEW salary, in the New Value column.

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9. The next row to fill out will be the **Full-Time Equivalency (FTE)**
10. Under the last column, with the heading **NEW VALUE**, Key in the Job FTE for the new Adjunct Contract Renewal
  - a. **For more info. visit** <http://www.provost.vcu.edu/administrator/>
11. The next two rows are PAYS and FACTOR
  - a. You have two options:
    - i. If the contract length is the same as the previous contract, fill out pays and factor to be the same as the information that is in the current value column
    - ii. If the contract length is different then the previous contract, fill out pays and factor to correspond with the length of the new contract.
  - b. PAY and FACTOR will always be the same.
    - i. I.E. Pay 9/ Factor 9

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12. The next two rows (Job Begin and End Date) are for information only and DO NOT need to be filled in.



13. **Save** ( or **F10**).

14. Click Options>Next Action.


15. **Next Block** (or **Ctrl/PgDn**).

16. The first row should be the **Job Effective Date**

17. Under the last column, with the heading **NEW VALUE**, Key in the Effective Date for the termination of the Adjunct Contract

18. Job Status and Change reason will be defaulted

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19. The next two rows (Job Begin and End Date) are for information only and DO NOT need to be filled in.
20. Click Options>Next Action.
21. You can now make a change to Labor Distribution for the renewal (see Labor Distribution cards for instructions)
  - i. Note – Labor Distribution effective must be the same as the Adjunct Contract Renewal effective date
22. **Save** (  or **F10**).
23. Click Options>Submit Transaction
  - b. If the Electronic Approvals Error Message (NOIEMSG) form comes up, Hit next block
    - i. You should now see the error(s) that has occurred with this transaction
    - ii. Contact HR operations if you don't understand the error(s)

*NOTE – If error occurs transaction in **NOT** complete*