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.
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
12. The next two rows (Job Begin and End Date) are for information only and DO NOT needs 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
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**