

HOW TO EXTEND AN APPOINTMENT END DATE

This job aid describes how to extend an **Appointment End Date** in PayPath.

Considerations

Departments should monitor the *Jobs With Approaching End Dates Report* to ensure extensions are entered in time to avoid unintended auto-terminations.

The **Appointment End Date** must be extended prior to the existing **Appointment End Date** to avoid auto-termination. The **Effective Date** of the PayPath transaction must also be prior to the existing **Appointment End Date**. For example, to extend an **Appointment End Date** of 6/30/2020:

- On or before 6/29/2020, submit a PayPath transaction to change the **Appointment End Date**
- The **Effective Date** of the PayPath transaction must be 6/29/2020, or earlier
- This transaction must be approved on or before 6/29/2020 to avoid an auto-termination

In this example, if an auto-termination occurred, the **Last Day Worked** would be 6/30/2020 and the **Effective Date** of the termination would be 7/1/2020. Remember, staff positions end automatically on the **Appointment End Date**. Academic positions end automatically on the **Appointment End Date** only if the **End Job Automatically** checkbox is checked. Note, that whether or not the box is checked, Academic employee accruals will stop on the **Appointment End Date**.

System Steps

1. Navigate to: PeopleSoft Menu > UC Customizations > UC Extensions > PayPath Actions
2. Enter search criteria in the Find Existing Value tab
3. Click the Search button and select the employee record you want to update
4. Click the Job Data tab
5. Enter the Effective Date of the transaction; this date must be before the existing Appointment End Date
6. Enter Action = DTA (Data Change) and Action Reason = EXT (Add/Extend Appointment)
7. Enter the new Appointment End Date
8. Enter a description of your actions in the Job Data Comments
9. Click on the Additional Pay tab
10. Click on the Additional Pay tab, add Initiator's Comments for your approver, and click Save and Submit

Next Steps

- The transaction must be approved before the original **Appointment End Date** or the employee will auto-terminate.
- Once the transaction has been approved locally, you can review the updated information on the **Job Data** tab in PayPath.
- No new PayPath transactions on this employee record can be submitted until the current transaction has been approved or denied.