HEALTH SCIENCES CENTER
FACULTY CONTRACTS OFFICE

HSC NSP EPAFS

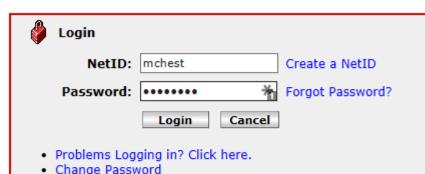
- HSC NSP EPAF
- Required BAR Roles
- EPAF JobAids





The University of New Mexico

myUNM FAQs



Click HERE to sign in to Lobo Alerts Emergency Text Messaging System Click HERE your contact information now!

MyUNM Regular Maintenance

MyUNM will go down for maintenance every night between 2 and 3am. Anyone logged in during that time will need to log in again.

Welcome to MyUNM!

MyUNM is your personal gateway to UNM. The myUNM portal provides t customize the portal to suit their individual needs by selecting which res

What's Inside?



LoboWeb for Students: Use LoboWeb for Registration, Grades

To access LoboWeb for Students, log in to myUNM with your UN LoboWeb logo to enter.



LoboWeb for Faculty & Advisors: LoboWeb is the place for a student information, enter grades, perform registration override

To access LoboWeb for Faculty & Advisors, log in to myUNM wit on the LoboWeb logo to enter.



E-mail: The portal email is likely to be the preferred email appl via a Web interface rather than be dependent on one computer check email from other provider accounts with it.

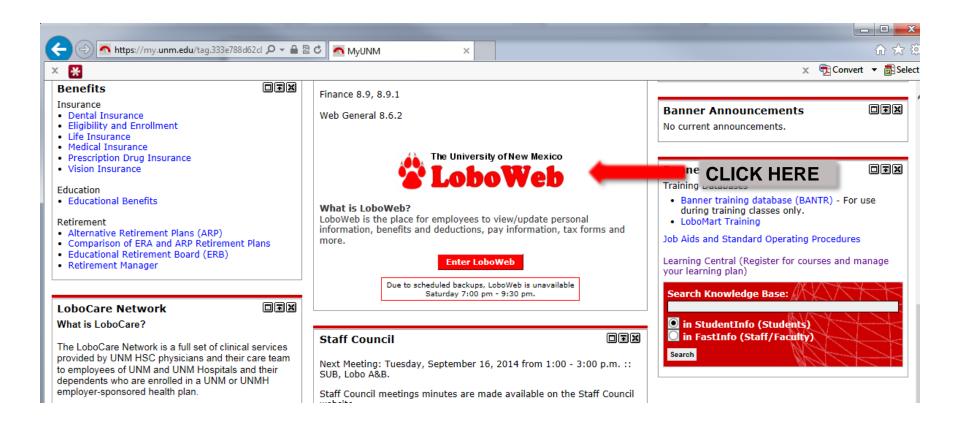


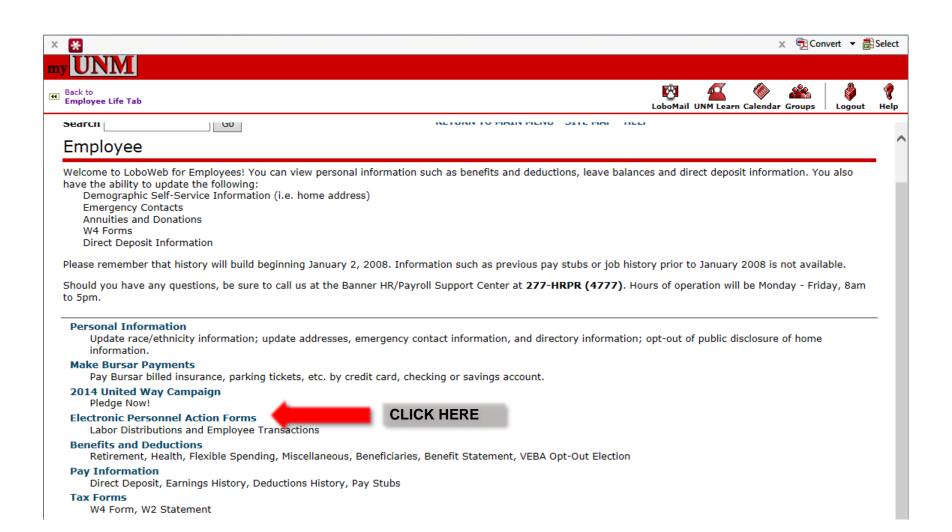
Calendar: Campus community members – especially students! students, classes, and groups/organizations to track schedules, should continue to use those calendars to schedule University b

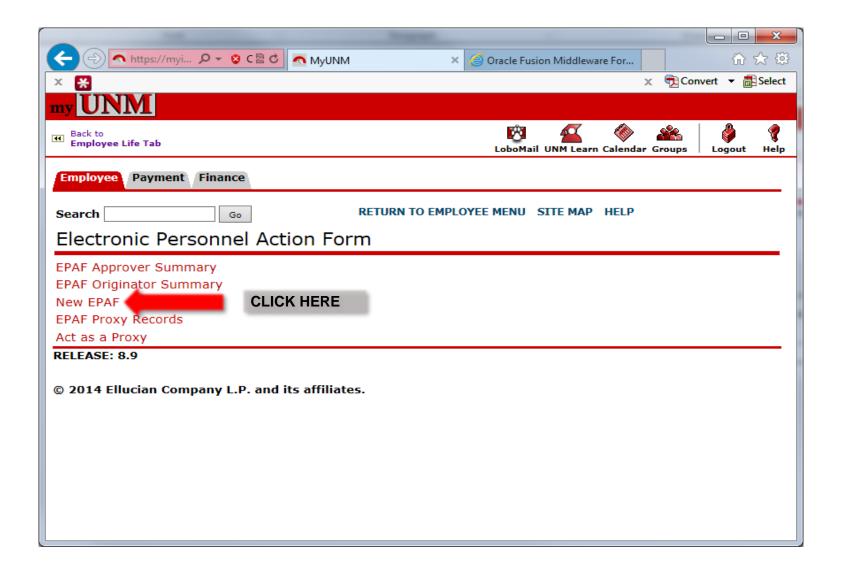


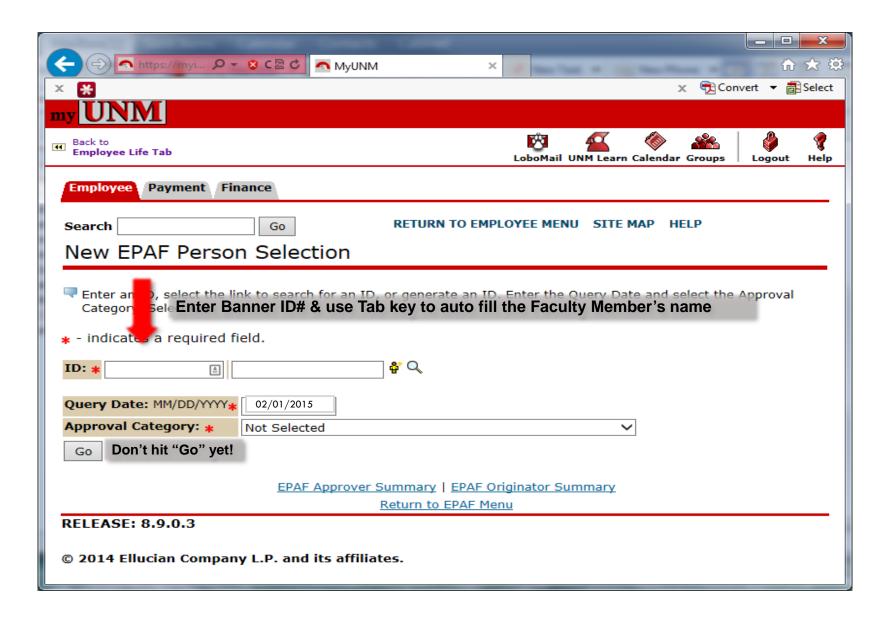
Groups: The Group Studio feature provides an easy-to-use Wel applications include chat, where you can text chat online in real and exchange files. Any campus organization or department the an organization/department does not have its own NetID, you rethe IT Computer Accounts office.

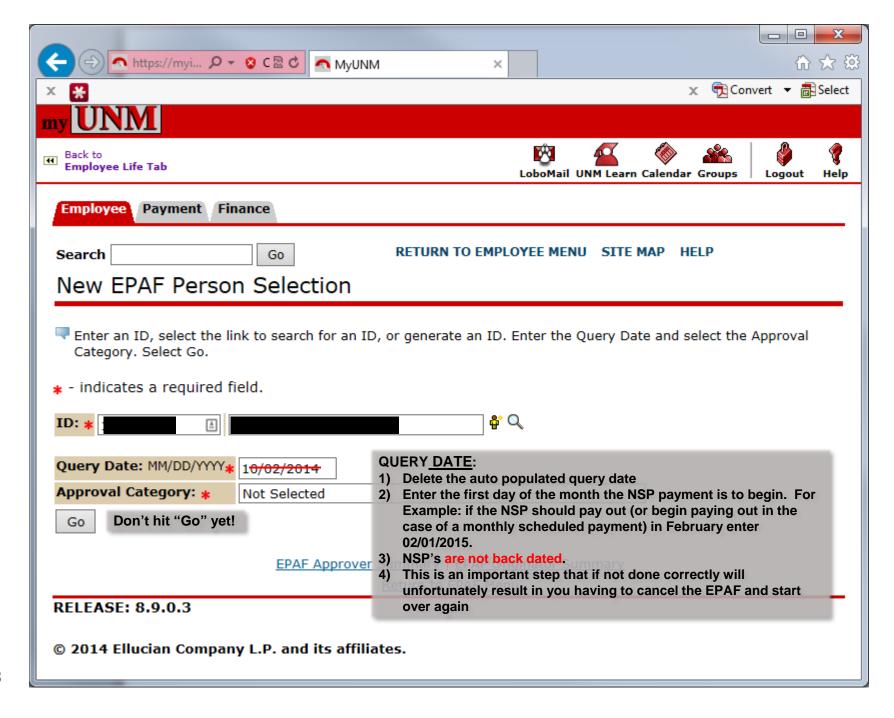
and much more...

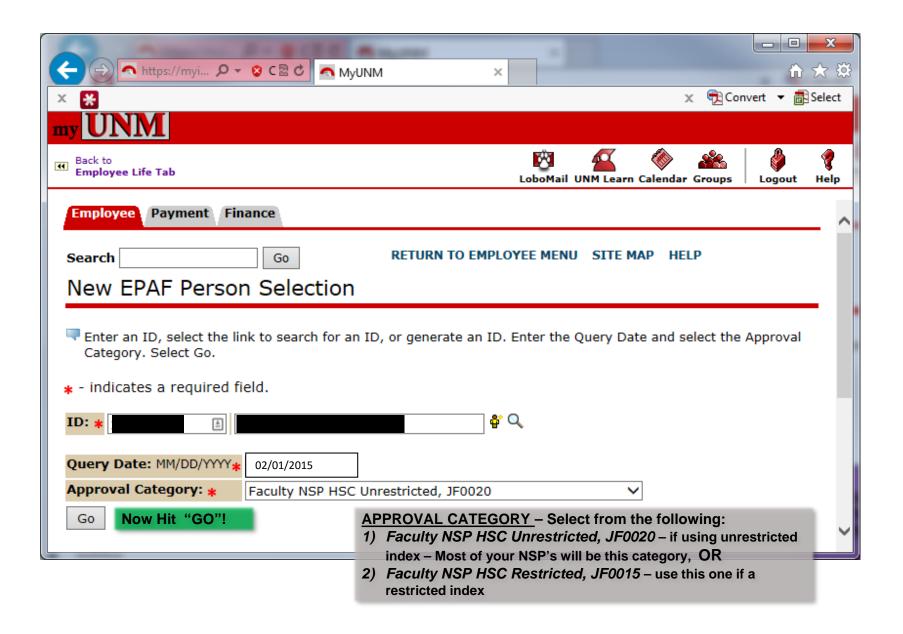


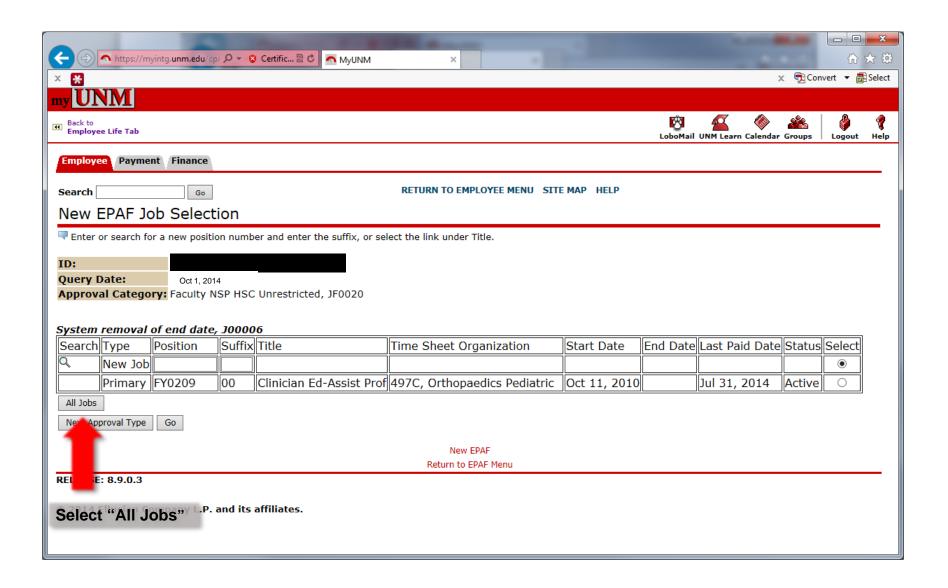


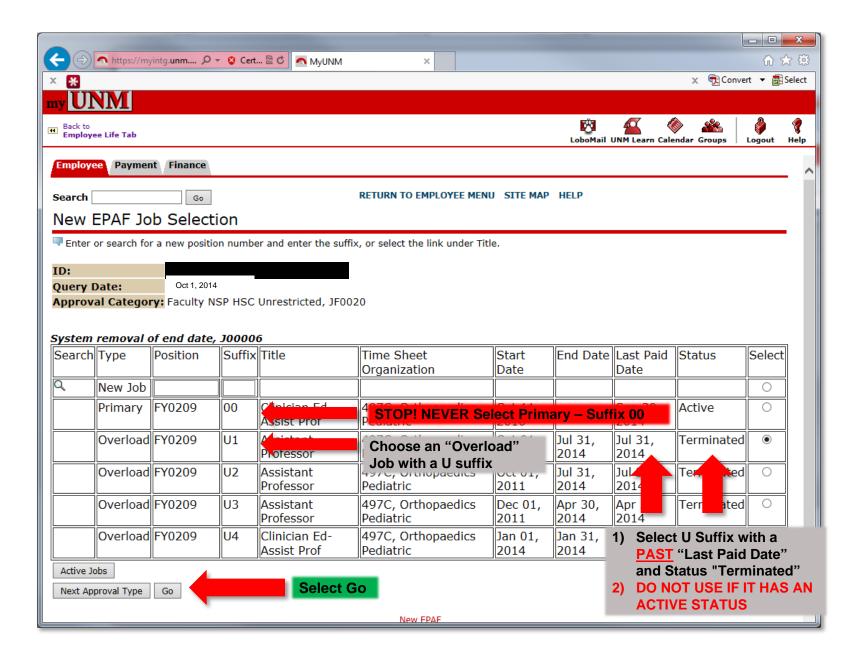






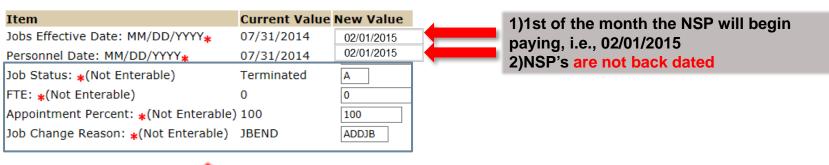








Faculty Non-Standard Payment, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

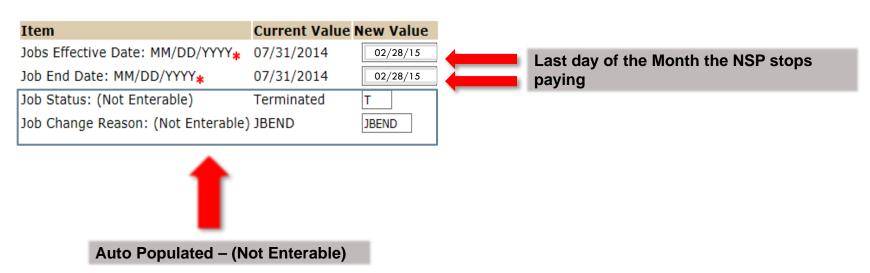




Auto Populated – (Not Enterable)

Job End Date Example: One Time Payment

Job End Fields, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014



Special Rate: One Time Payment Example

Enter Special Rate, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

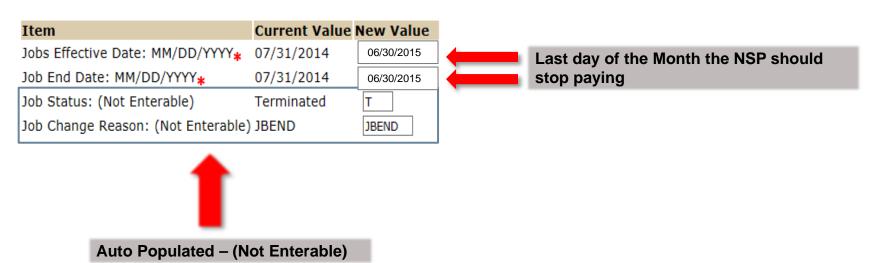
Current Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date New Value **Effective Date** Earnings **Hours or Units** Deemed Special Rate Shift End Date Remove MM/DD/YYYY MM/DD/YYYY Per Pay Hours 202, Faculty Performance Pay ~ 5,000 03/01/15 02/01/15 1 Not Selected ~ 1 Not Selected 1 Not Selected Save Add New Rows **Hours or Units Pay = 1** 1st day of the Special Rate = 1st of the month the Earnings Code = 202 **NSP** will begin paying **Faculty Performance Pay** dollar amount to be month day after the **Non-Standard** paid out during one Payment should month stop paying

Job End Date Example - Monthly Scheduled Payment

Monthly Scheduled Payment Example:

- 1) Total amount to be paid out is \$45,000
- 2) Payment start: 10/01/2014
- 3) Payment end: 6/30/2015
- 4) 9 months x \$5,000 = \$45,000

Job End Fields, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014



Special Rate: Monthly Scheduled Payment Example:

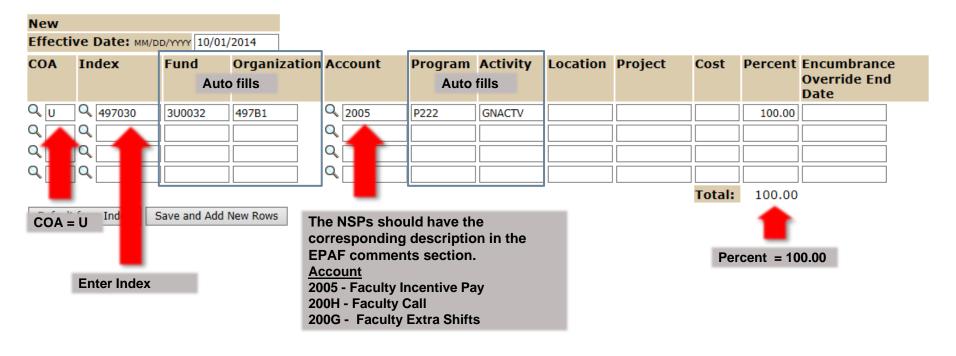
- 1) Total amount to be paid out is \$45,000
- 2) Payment starts: 10/01/2014
 3) Payment ends: 6/30/2015
 4) 9 months x \$5,000 = \$45,000
- Enter Special Rate, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

Current Effective Date Earnings Hours or Units Per Pay Deemed Hours Special Rate Shift End Date New Value **Effective Date** Earnings **Hours or Units** Deemed Special Rate Shift End Date Remove MM/DD/YYYY MM/DD/YYYY Per Pay Hours 202, Faculty Performance Pay ~ 5,000 1 07/01/2015 02/01/15 1 Not Selected ~ Not Selected 1 1 Not Selected Save Add New Rows **Hours or Units Pay = 1** 1st day of the Special Rate = 1st of the month the Earnings Code = 202 NSP will begin paying **Faculty Performance Pay** dollar amount to be month day after the **Non-Standard** paid out during one Payment should month stop paying

Labor Distribution

Once you apply "Save" the following fields auto fill:

- 1) Fund
- 2) Organization
- 3) Program
- 4) Activity



Routing Queue: Faculty NSP HSC <u>Unrestricted</u>, JF0020

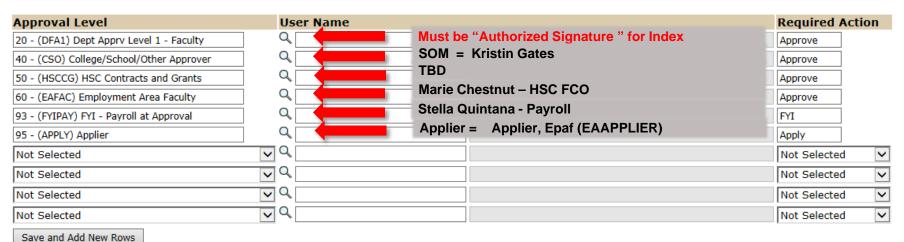
Routing Queue



Save and Add New Rows

Routing Queue Faculty NSP HSC Restricted, JF0015

Routing Queue



Comment

Comments are required.

1. One Time Payment Comments Format Examples:

Per Department FIBCI Plan

One Time Payment 14 Marie E Chestnut

\$5,000

OR

Per LOO of Offer dated 7/1/2014

One time Payment

\$10,000

2. Monthly Scheduled Payment Comments Format Examples:

Approval Types | Default Earnings | Account Distribution | I

Per Department FIBCI Plan

Monthly Scheduled Payment to total \$45,000 over 9 months

10/01/2014 - 6/30/2015

Monthly amount \$5,000

9 months x \$5,000 = \$45,000

<u>OR</u>

Per Department FIBCI Plan

For Administrative Duties as Vice Chair of Internal Medicine

Monthly Scheduled Payment to total \$20,000 over 9 months

10/01/2014 - 6/30/2015

Monthly amount \$2,200

9 months x \$2,200 = \$20,000

Comment

Comments are required.

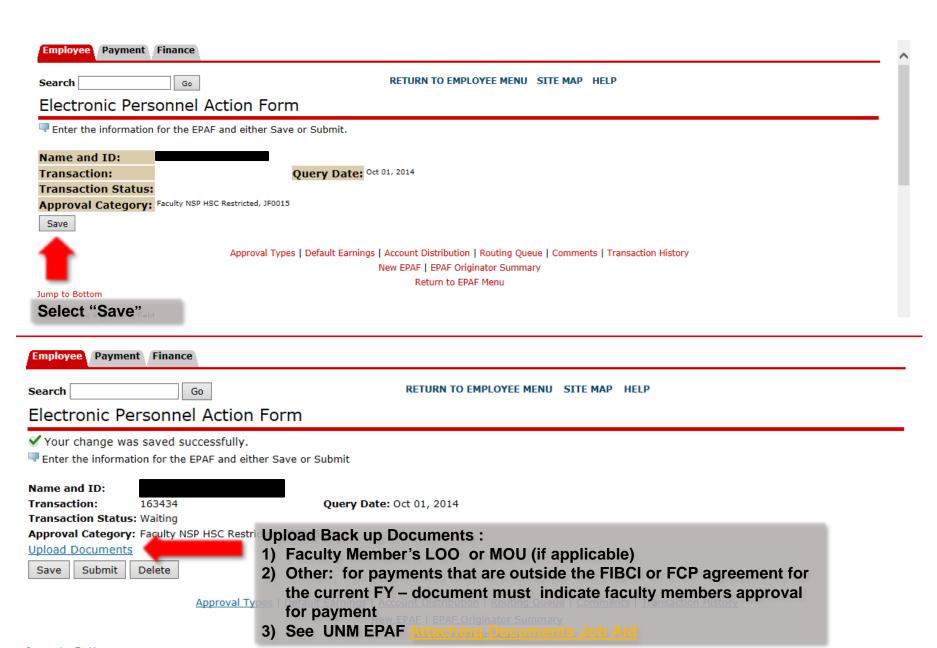
3. Call and Shift Payment Comment Examples:

•ctCall Date

Oreated Per Department FIBCI Plan estmut
One Time Payment for 2 nights of call. 7/1/7 and 7/15/17 at \$1,500 per
night for a total payment of \$3,000. Oval Types | Default Earnings | Account Distribution | I

Extra Shift

Per Department FIBCI Plan
One Time Payment for 2 Extra Shifts. 8/1/7 and 8/20/17 at \$2,000 per extra shift for a total payment of \$4,000.



Jump to Bottom

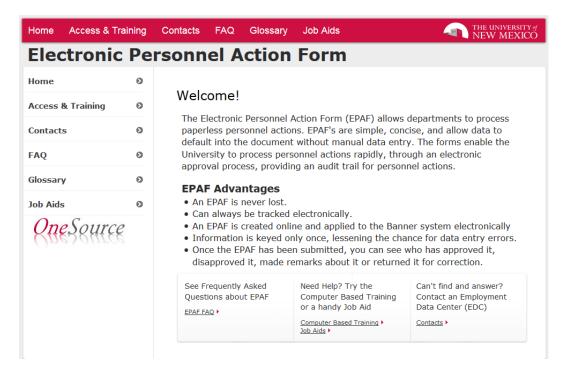
BAR Roles

Access and Training

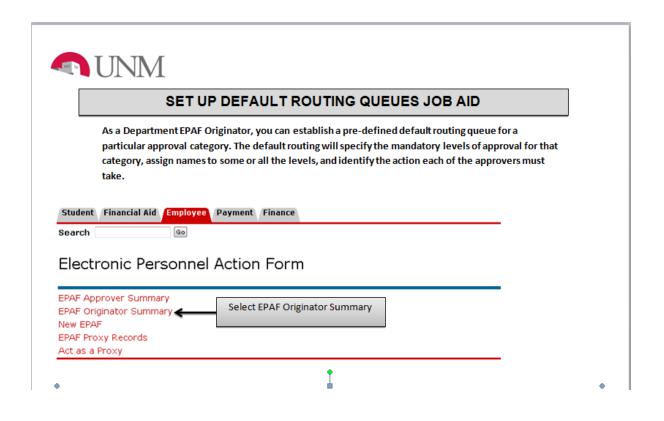
EPAF Employment Transaction Roles			
Add	Training	Role Name	Role Description
You have it	Training complete	3 .	Department designated individual with the authority to approve at the College/School/ or other high approving authority level
	complete	EPAF - Originator of Faculty Employment Transactions	Department designated individual with authority to originate a Faculty Employment Transaction EPAF.
			Department designated individual with authority to approve a Faculty Employment Transaction EPAF-First Level approval.(Department needs an originator and a first level approval within the department to process a Faculty Employment Transaction EPAF.)
	Training complete		Department designated individual with authority to approve a Faculty Employment Transaction EPAF-Second Level approval.

UNM EPAF Resources

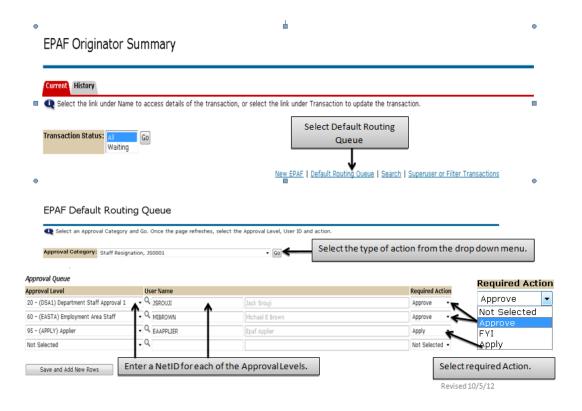
http://epaf.unm.edu/



Default Routing Queue



Default Routing Queue



EPAF NOTIFICATION SETUP

http://epaf.unm.edu/job-aids.php

 This setup will allow EPAF users to be notified when a transaction is awaiting "action" in myUNM

NSP EPAF Deadlines

- NSP's EPAF Deadline remains the 3rd of the month.
- Except when there are extreme high volume months or holidays (which cause Payroll to run early)
- Deadlines can be found <u>here</u>

Reminders/Tips

- New Account Codes available July 1st, 2017 for SOM (The NSPs should have the corresponding description in the EPAF comments section):
 - 200H Faculty Call
 - 200G Faculty Extra Shifts
 - 2005 (remains unchanged)
- 8/8ths UNM/VA faculty incentive pay continues to be processed on the old paper form. The department is responsible for obtaining Kristin Gates and HSC Finance approvals before bringing it to HSC FCO to complete processing it for payment. This process is the same for faculty who have recently terminated with UNM and are owed Incentive pay. The department should also submit a Payroll adjustment form with required signatures for terminated faculty.
- If you are processing a Regent Professorship or Lectureship Award be sure and use EARN CODE 210 (Prizes and Awards) and ACCOUNT CODE 2000.

Reminders/Tips

- When requesting a shell suffix:
 - Be sure and provide the Name, Banner ID and what month the payment is for.
 - Copy in all HSC FCO Staff Krickett Marquez, Veronica Iturralde, Tracy McReynolds and Marie Chestnut as we all cover for each other.
- Query Date <u>must</u> be the 1st of the payment month
- Include the phrase "**Per Department FIBCI Plan**" in your comments. This is required in addition to any other payment description.
- Include the payment/dollar amount in your comments.
- Use the <u>correct current</u> Position # for the faculty member the easiest way is to look it up in the SOM OAA database. Or by Banner ID in the all Employee Report in HR Reports on LoboWeb.

Reminders/Tips

- Use a unique "U" suffix (i.e. U1, U2, U3, etc.) for each individual incentive payment for that month.
- The Dept Level 1 Approver MUST be the authorized "signature" on the index HSC
 Finance is reviewing these in post audit and will be contacting department and individuals
 who are out of compliance with this policy.
- If you need to end a reoccurring or scheduled monthly payment contact HSC FCO via an email. You cannot do this via an EPAF.
- If using a restricted index be sure to use Faculty NSP HSC Restricted, JF0015.