

HEALTH SCIENCES CENTER FACULTY CONTRACTS OFFICE

HSC Administrators Meeting
October 24th, 2013 9:00 – 10:30

Agenda

- New SOM FTE Effort Distribution
 - Kristin Gates, Director, SOM Finance
- J-1 Waivers
 - Marie Chestnut, Director, HSC FCO
- Deadlines – November, December & January AND January hires
 - Katie Fletcher, HSC Faculty Affairs Consultant
 - Krickett Marquez, Medical Faculty Services Rep
- NSP Tips
 - Samantha Torres, Faculty HR Tech
 - Courtney Johnston, Administrative Assistant II

SOM EFFORT DISTRIBUTION

Kristin Gates, Director, SOM Finance

SOM recently revised:

- SOM Faculty FIBCI Form on the SOM database
- Contract Request Form
- For now... COP and CON will continue to use the HSC Contract Request Form posted on the HSC Faculty Contracts website

Effort	UNM	SRMC	Cancer Center	UNMMG	VA	Total
Research						0
Education						0
Administration/Service						0
Clinical						0
Contracted labor						0
	0	0	0	0	0	1
<i>UNM-Includes Basic Science and UNM Main Clinical</i>						
<i>Changes effective July 1, 2013</i>						

Definitions						
Research	1) Funded research					
	2) Identified unfunded/protected research/academic time					
Education	1) Education time with learners					
	2) Mentorship time- ie graduate students					
Service	1) Department supported roles Administrative roles					
	2) SOM, HSC, HS, additional financially supported roles					
Clinical	1) Effort in a clinical setting					
	(includes wRVU and non-wRVU)					
Contracted labor	1) FTE contract that pays for faculty time					
	2) Fee for service arrangement that pays for time					

Categorical Roles (Not an exhaustive list)	Clinical	Service	Education	Research	Contracted
Department Specific					
Department Administration					
Chair		X			
Vice Chair All Missions		X			
Vice Chair by Mission		X			
Executive Council Member		X			
Chief		X			
Programmatic Directorship (Mission Specific)					
Medical Directorships	X				
Section Chief Directorship	X				
Resident Program Director			X		
Clerkship Director			X		
Quality Director	X				
External to Department					
Health System/UH/SRMC/UNMMG-CMO, MD	X				
MCIO-(Exec Medical Director)	X				
<i>By site, specialty, etc</i>					
SOM or HSC Roles					
Assist/Assoc/Deans Roles by Mission	X	X	X	X	X
Admissions Committee			X		
Block Chair			X		
BGSP			X		
HRRC, COI, etc				X	

Simple Effort Breakdown approach

1 full day each week

hrs	fte		
4	0.1	AM	
4	0.1	PM	
8	0.2		

1 day every other week

hrs	fte		
2	0.05	AM	
2	0.05	PM	
4	0.1		

1 day a month

hrs	fte		
1	0.025	AM	
1	0.025	PM	
2	0.05		

Faculty Lookup:

Friday, October 18, 2013

SOM WORKSHEET FOR FACULTY SALARY COMPUTATION

FISCAL YEAR 2014

UNM ID SSN
 Name
 Rank
 Org Code
 Department
 Subspecialty
 Division

Admin. Assignments: Effective Date:
 SOM:
 Admin A:
 Admin B:
 HSC:
 HS:
 Incentive Assignments:

Total FTE UNM FTE

1. CONTRACT SALARY	% INCREASE	SPLIT	ACTUAL SALARY	2. INCENTIVES (Not guaranteed except as noted below)
a) UNM BASE (Guaranteed)	<input type="text" value="0.00%"/>	<input type="text" value="0%"/>	<input type="text" value="\$0.00"/>	a) CLINICAL <input type="text" value="\$0.00"/>
b) VA SALARY			<input type="text" value="\$0.00"/>	b) EDUCATIONAL <input type="text" value="\$0.00"/>
c) SUPPLEMENT				c) RESEARCH <input type="text" value="\$0.00"/>
i) PERFORMANCE RELATED (Guaranteed for FY 2014)				d) ADMINISTRATIVE <input type="text" value="\$0.00"/>
a) CLINICAL			<input type="text" value="\$0.00"/>	e) EQUITY I <input type="text" value="\$0.00"/>
b) EDUCATIONAL			<input type="text" value="\$0.00"/>	f) SRMCI <input type="text" value="\$0.00"/>
c) RESEARCH A			<input type="text" value="\$0.00"/>	g) INCENTIVE TOTAL <input type="text" value="\$0.00"/>
d) RESEARCH B			<input type="text" value="\$0.00"/>	
e) ADMINISTRATIVE			<input type="text" value="\$0.00"/>	
d) PERFORMANCE TOTAL		<input type="text" value="0%"/>	<input type="text" value="\$0.00"/>	SUM OF PARTS 1 AND 2
SUBTOTAL	<input type="text" value="0.00%"/>		<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
ii) ADMINISTRATIVE B -- Guaranteed only for duration of administrative assignment --			<input type="text" value="\$0.00"/>	ANNUAL SALARY RATE @ 1.0 FTE
e) TOTAL CONTRACT SALARY	<input type="text" value="0.00%"/>		<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
TOTAL UNM PORTION	<input type="text" value="0.00%"/>		<input type="text" value="\$0.00"/>	

FTE EFFORT (Not %)

	UNM	SRMC	CC	UNMMG	VA	Total
Research	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Education	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Admin/Service	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Clinical	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Contracted Labor	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>
Total	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="text" value="0.000"/>

Note: Effort Does Not Equal Total FTE Effective Date

VA Assignment

VA Eighths:

Full VA Base

VA Market Pay

New VA Actual Pay:

VA Last Modified

SOM EFFORT DISTRIBUTION cont...

FTE EFFORT (Not %)

	UNM	SRMC	CC	UNMMG	VA	Total
Research	0.000	0.000	0.000	0.000	0.000	0.000
Education	0.000	0.000	0.000	0.000	0.000	0.000
Admin/Service	0.000	0.000	0.000	0.000	0.000	0.000
Clinical	0.000	0.000	0.000	0.000	0.000	0.000
Contracted Labor	0.000	0.000	0.000	0.000	0.000	0.000
Total	0.000	0.000	0.000	0.000	0.000	0.0000

Note: Effort Does Not Equal Total FTE Effective Date

VA Assignment

VA Eighths:	<input type="text" value="0"/>
Full VA Base	<input type="text" value="\$0.00"/>
VA Market Pay	<input type="text" value="\$0.00"/>
New VA Actual Pay:	<input type="text" value="\$0.00"/>
VA Last Modified	<input type="text"/>

EXPLANATIONS OF ABOVE AMOUNTS

SOM EFFORT DISTRIBUTION cont...

SOM OAA Training on FTE Effort Distribution & SOM Contract Request Form

- Thursday, November 7
- 10:00am-11:30am
- Dean's Large Conference Room, BMSB

J-1 Waiver Program

- The New Mexico Department of Health (NMDOH) J-1 Waiver Program allows foreign medical graduates (i.e. fellows) to obtain a waiver of their 2 year foreign residence requirement in exchange for a commitment to practice in underserved areas of New Mexico after the completion of their training.
- UNMH is considered a non-designated underserved area.
- The NMDOH is permitted to recommend up to 10 waiver requests each year for physicians located in non-designated areas as long as they serve patient populations from designated underserved areas.
- The deadline for CY14 J-1 Waivers request's to the NMDOH has past. (September 16, 2013)
- The ten slots for the non-designated underserved area institutions (i.e. UNMH) have been **filled** for 2014.

J-1 Waiver Program...

- Best to contact one of the UNM affiliated immigration attorney's prior to proceeding with any a J-1Waiver/H1B visa recruitment/hire
- Begin Waiver application process for 2015 Spring 2014 for Fall application of J-1Waiver

Winter Break Deadlines

- **November 7th** – November NSPs deadline
- **November 15th** - UNMJobs Actions – to post all competitive and non-competitive postings before Winter Break. Note: For Best Consideration Dates can not be during Winter Break
- **November 20th - December NSPs deadline**
- **November 25th** - UNMJobs Hiring Proposals
- **December 20th - LAST** Orientation in 2013 for new hires (Faculty and Post Docs) with start dates between December 20th through January 2nd
- **January 7th** - January NSPs deadline

HSC Benefits Orientation Dates

- December 2nd from 9:00 to 11:00 am
- December 19th from 9:00 to 11:00 am
- December 20th from 9:00 to 11:00 am
- **January 2nd, 2014 from 9:00 to 11:00 am**
- **January 3rd, 2014 from 9:00 to 11:00 am**

In the SOM Dean's Large Conference Room

Reminder: All orientation dates are posted on our website: <http://hsc.unm.edu/som/about/faculty/>

Checklist - Reminders

- **HSC FCO must have the following items for hires with start dates between December 7th and January 2nd:**
 - Original signed Letter of Offer
 - Hiring Proposal with OEO approval
 - Benefits Orientation scheduled on or before start date. December 20th is the **LAST** orientation in 2013 for new hires between December 20th – January 2nd

Continued...

- **SOM hires must also include the following:**
 - ❑ PRC Approval to Hire
 - ❑ Non-Compete Agreement or Waiver – if applicable
 - ❑ Part-Time Waiver – if applicable
 - ❑ Signed Contract Request
 - ❑ Approved Medical Staff Appointment – if applicable
 - ❑ Approved Dossier for higher rank – if applicable

NSP TIPS

NSP dates can be confusing...

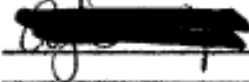
Description of Work to be Performed and Dates: <i>(add additional documentation if necessary)</i>		Total Pay Amount and Method of Pay Calculation: <i>(attach additional documentation if necessary)</i>			
[REDACTED] the months of July 2013-January 2014		Per FIBCI, \$833.33 per month			
ORIGINATING DEPARTMENT AUTHORIZING PAYMENT					
Start Date	End Date	Index	Account Code Percent	Central Acct. Office Initials	Authorized Signature for Index / Date
07/01/2013	06/30/2014	[REDACTED]	2005 - 100 %	[Signature]	[Signature]

Description of Work to be Performed and Dates:
(add additional documentation if necessary)

For taking on role of Division Chief role May 15 - June 30, 2013. Difference in salary \$2783.09/month. Total for time period is \$4,174.64.

Total Pay Amount and Method of Pay Calculation:
(attach additional documentation if necessary)

\$4174.64/11 = \$379.51 to be paid during this period.

Start Date	End Date	Index	Account Code Percent	Central Acct. Office Initials	Authorized Signature for Index/Date
5/1/2013	6/30/2013	497332 300034	2005 - 100% -% -% -% -%	kt 10/9	 5/23/13



Non-Standard Payment Form

Payee UNM ID: 987523146
Position: **Executive Vice President - A9099**

Payee Name: **Wazowski, Mike**

Initiating Department: **Dept of Scores**
Date : **Wed, 23 Oct 13 15:45:50 +0000**

Contact(Initiator): **Courtney Johnston**
Contact Ph#: **272-4231**
Email: **cjohns06@salud.unm.edu**

Employment Category: **Faculty**

Earnings Code **202**

I request approval for special compensation. I certify that this work is in accordance with current policy on non standard payment processing.

Links: **Big Red:** <http://www.unm.edu/~ubppm/ubppmanual/2615.htm> **Faculty Handbook:** <http://www.unm.edu/~handbook/>
Graduate Studies: <http://www.unm.edu/grad/>

Description of Work to be Performed and Dates: <i>(add additional documentation if necessary)</i>	Total Pay Amount and Method of Pay Calculation: <i>(attach additional documentation if necessary)</i>
Per Department FIBCI	\$2,500 a month for November-June 2014

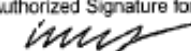
 10/23/13
Payee's Signature Date

Primary Department: DoS
Org: 999A

APPROVING DEPARTMENT AUTHORIZATIONS REQUIRED

	Name	Signature	Date
Dept. Chair or Supervisor Name:	Abigail Hardscrabble		10/23/13
Dean, or Director Name:	Kristin Gates	_____	_____
Provost/Dean/Director:		_____	_____
Designated Employment Authority: (HR/Faculty/St. Emp/OGS/GME)		_____	_____

ORIGINATING DEPARTMENT AUTHORIZING PAYMENT

Start Date	End Date	Index	Account Code Percent	Central Acct. Office Initials	Authorized Signature for Index / Date
11/01/2013	06/30/2014	SCAR01	2005 - 100 %	_____	 10/23/13
			- %	_____	_____
			- %	_____	_____
			- %	_____	_____



Non-Standard Payment Form

Payee UNM ID: 123456789
Position: **Chancellor - 0049**

Payee Name: **Sullivan, James P.**

Initiating Department: **Dept of Scares**
Date: **Wed, 23 Oct 13 15:38:08 +0000**

Contact(Initiator): **Sami Torres**
Contact Ph#: **505-272-1814**
Email: **setorres@salud.unm.edu**

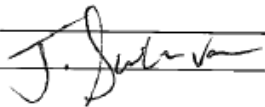
Employment Category: **Faculty**

Earnings Code: **202**

I request approval for special compensation. I certify that this work is in accordance with current policy on non standard payment processing.

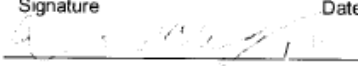
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Graduate Studies: <http://www.unm.edu/grad/>

Description of Work to be Performed and Dates: <i>(add additional documentation if necessary)</i>	Total Pay Amount and Method of Pay Calculation: <i>(attach additional documentation if necessary)</i>
Per Department FIBCI	\$10,200 one time payment

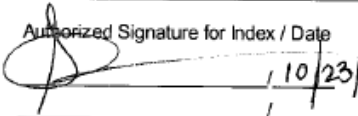
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Dean, or Director Name:	Kristin Gates		
Provost/Dean/Director:			
Designated Employment Authority: (HR/Faculty/St. Empl/OGS/GME)			

ORIGINATING DEPARTMENT AUTHORIZING PAYMENT

Start Date	End Date	Index	Account Code Percent	Central Acct. Office Initials	Authorized Signature for Index / Date
11/01/13	11/30/2013	GGG101	2005 - 100 %		 10/23/13
			- %		
			- %		

NSP TIPS

- Combining various faculty member payments onto one form whenever possible

NSP TIPS

- Walking through for signatures after deadline:
 - Whether walking through to SOM Finance or HSC Financial Services Department should bring the NSP's directly to HSC Faculty contracts after approval
 - Be sure to contact HSC FCO and seek approval for the late submission prior to walking through

Announcements

I 
**Winter
Break!**

58

**days until
Winter
Break!**



Thank you for joining us today!