

HEALTH SCIENCES CENTER FACULTY CONTRACTS OFFICE

HSC Administrators Meeting
November 7, 2012 9:00 – 10:00

Agenda

- Welcome!
- Deadlines – NSPs and Employment Transactions
- Temporary Part Time Faculty Rehires – EPAFs
- Other types of EPAFs
- Letters of Offer
- UNM Jobs Hiring Proposals – Pending Status
- HSC Forms
- Announcements

Non-Standard Payment Deadlines

November 7th - NSPs due to FCO for November 2012 payment

November 30th - NSPs due to FCO for December 2012 payment

- HSC FCO will no longer be able to guarantee payment for NSPs that are received after the posted deadlines, even if the NSPs are walked through.
- Deadlines are posted on our website and OneSource

Employment Transaction Deadlines

- Employment Transaction Deadlines are available on



- Deadlines apply only to those transactions that are accurate and complete when submitted
- If a deadline falls on a non-working day, the document must be received the last working day prior to the deadline

Employment Transaction Deadlines

- Actions to post in UNMJobs are due 7 days prior to posting begin date
- UNMJobs hiring proposals are due 20 days prior to the faculty's start date
 - OEO Service Commitment is 5 days
- NSPs are due on the 7th of the month – with the exception of June, July and December

Temporary Part Time Rehires

- ePAFs will be a soft go live in November 2012 to rehire TPTs starting Spring 2013
- The TPT will need to have an approved Hiring Proposal in UNMJobs in order to process an ePAF for rehire
- You will be able to submit a *Modify* action in UNMJobs
- HSC FCO will be conducting training later in November/December and we are more than happy to meet with you individually

Temporary Part Time Rehires

- **New features for TPT rehires:**
 - With the ePAF you can rehire a TPT for up to 3 consecutive semesters, however for now HSC FCO is recommending processing 1 semester at a time
 - TPT rehires in Spring 2013 will be paid based on actual work days, it will no longer be equal monthly installments
 - Actual calculations for FTE based on credit hours and actual hours worked.
 - HSC FCO will be rolling out a standardized Letter of Agreement for all Departments/Colleges to use

Other Available EPAFs

- ePAFs that are currently available:
 - Faculty Separations
 - Org Code Change
 - Update Supervisor
- ePAFs that will be available in the future:
 - TPT Rehires – anticipated November 2012
 - Non-Standard Payments – anticipated 2013

Letters of Offer

When printing the final LOO for signature be sure to pay special attention to:

- formatting
- edits
- spelling
- spacing
- etc.

Hiring Proposals in Pending Status

Job Postings

[Search Hiring Proposals](#)

[Search Postings](#)

Create Posting

[From Position](#)

Classifications

[Search Classifications](#)

Applicants

[Search Applicants](#)

Special Handling List

[Search Special Handling](#)

Position Descriptions

[Begin New Action](#)

[Search Actions](#)

[Pending Actions](#)

[Search Positions](#)

Evaluations

[Active Evaluations](#)

[Historical Evaluations](#)

Admin

[Home](#)

[Change Default View](#)

[Change User Type](#)

Hiring Proposals



11 Records

<input type="checkbox"/> Position Class Title	<input type="checkbox"/> Organization	<input type="checkbox"/> Status	<input type="checkbox"/> Action Type	<input type="checkbox"/> Position Number	<input type="checkbox"/> Position Sequence Number	<input type="checkbox"/> Posting Number	<input type="checkbox"/> Candidate Last Name	<input type="checkbox"/> Date of Last Action	<input type="checkbox"/> Date Approved	<input type="checkbox"/> HR Consultant
Assistant Professor View View Summary	801A FAC Biochemistry Molecular Biology	Hiring Proposal - Pending Information	Hiring Proposal for Position Description Listed Below	FY1280 Get Reports List	5510	0817012		10-24-2012		SOM Faculty Contracts & Hiring
Research Asst Professor View View Summary	553A FAC COP Pharmaceutical Sciences	Hiring Proposal - Pending Information	Hiring Proposal for Position Description Listed Below	FY2227 Get Reports List	039161	0817723		10-22-2012		SOM Faculty Contracts & Hiring
Visiting Asst Professor View View Summary	160B FAC Family Community Medicine FCM	Hiring Proposal - Pending Information	Hiring Proposal for Position Description Listed	FY2225 Get Reports List	038850	0817380		10-18-2012		SOM Faculty Contracts & Hiring

Hiring Proposals in Pending Status

- HSC FCO places all OEO approved hiring proposals in “Pending” status until the actual hire date
- This allows for updates to the start date if needed
- If your hiring proposal is in “Pending” status, it means that HSC FCO and OEO have approved it

HSC Forms

- Updated HSC Forms Coming Soon!
 - HSC Faculty Contract Request – formerly known as the SOM-1
 - Includes fields that are applicable to all HSC Schools and Colleges
 - Includes SRMC Effort field
 - HSC Faculty Part Time Waiver
 - HSC Faculty Leave Without Pay

Announcements

- Welcome Courtney Johnston – New Administrative Assistant
- Samantha Torres now processes Post Doctoral Fellows – New Hires, Renewals, Separations

Thank You!

Thank you for joining us today!

