

HEALTH SCIENCES CENTER FACULTY CONTRACTS OFFICE

Department Administrators Meeting
November 10, 2011 9:00 – 10:30

Agenda

- Deadlines – November, December & January
- Important Information for January hires
- OneSource
- EPAF Information
- Public Service Loan Forgiveness
- Announcements

Important Deadlines Checklist

- **HSC FCO must have the following items for all hires with start dates between December 7th and January 3rd:**
 - ❑ Original signed Letter of Offer
 - ❑ Hiring Proposal with OEO approval
 - ❑ Benefits Orientation scheduled on or before start date. December 22nd is the **LAST** orientation for new hires between December 22nd – January 2nd
- **SOM hires must also include the following:**
 - ❑ PRC Approval to Hire
 - ❑ Non-Compete Agreement or Waiver – if applicable
 - ❑ Part-Time Waiver – if applicable
 - ❑ Signed SOM1
 - ❑ Approved Medical Staff Appointment – if applicable
 - ❑ Approved Dossier for higher rank – if applicable

Winter Break Deadlines

- **December 2nd** - UNM Jobs Hiring Proposals – for any new hires with start dates between December 7th through January 3rd
 - Please work closely with HSC FCO to make sure everything is in place for all new hires starting December 7th through January 3rd
- **December 16th** - UNM Jobs Actions – to post all competitive and non-competitive postings before Winter Break. Note: For Best Consideration Dates can not be during Winter Break
- **December 22nd** - **LAST** Orientation for all new hires with start dates between December 22nd through January 2nd
- **November 23rd** - December NSPs due
- **January 6th** - January NSPs due

Orientation Dates

- December 19th from 9:00 to 11:00 am
- December 20th from 9:00 to 11:00 am
- December 22nd from 9:00 to 11:00 am
- January 3rd, 2012 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/>



OneSource

OneSource is the new UNM website that contains links to forms, guidelines, checklists, definitions and support for employment transactions.

- This site is the collaborative efforts of employment areas across campus. Currently the site has information on hires and separations but we will be adding all types of transactions over time.
- Please be sure to go to the site and bookmark it in your browser's favorites. The site is located at <http://OneSource.unm.edu>

Electronic Personnel Action Form (EPAF)

Allows Departments to process paperless Personnel Actions.

- Simple, concise, and allows many values to default in without manual entry.
- EPAFs will enable the University to achieve its goal to:
 1. process personnel actions accurately and rapidly, through an electronic approval process,
 2. and provide an audit trail of all approval/disapproval history.

EPAF cont.

Collaborative effort between Faculty, Staff, Student & OGS, and GME

Some of the benefits include:

- Electronic approval routing
- Reduced processing time
- Elimination of redundant data entry
- Data entered closest to the point of origin

EPAF

- Target date for soft Go Live is ????
- Current plan includes the following EPAF categories for the ??? Go Live date:
 - Separations - All employee types
 - Org Code Changes - All employee types
 - Job Extensions

[Student](#) [Financial Aid](#) **[Employee](#)** [Payment](#) [Finance](#)

Search

Electronic Personnel Action Form

[EPAF Approver Summary](#)

[EPAF Originator Summary](#)

[New EPAF](#) ←


[EPAF Proxy Records](#)

[Act as a Proxy](#)

UNM FastInfo Find help about: within: Student Faculty/Staff

RELEASE: 8.3

New EPAF Person Selection

 Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

When you enter the employees ID # their name will automatically populate


ID: * 

Query Date: MM/DD/YYYY *

Approval Category: *

Search

New EPAF Job Selection


 Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: James Kildare , 100005991

Query Date: Nov 09, 2011

Approval Category: Faculty Retirement, JF0004

End Current Job, J00002

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	FY1000	00	Professor	490C, Neurology Child	Jan 01, 2008		Oct 31, 2011	Active	<input checked="" type="radio"/>

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: James Kildare, 100005991

Transaction: **Query Date:** Nov 09, 2011

Transaction Status: **Last Paid Date:** Oct 31, 2011

Approval Category: Faculty Retirement, JF0004

Save

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)

* - indicates a required field.

End Current Job, FY0380-U1 Clinician Ed-Assoc Prof, Last Paid Date: Oct 31, 2011

Item	Current Value	New Value
Job Change Reason: *(Not Enterable)	ADDJB	SEP06
Jobs Effective Date: MM/DD/YYYY*	10/01/2011	<input type="text"/>
Personnel Date: MM/DD/YYYY*	10/01/2011	<input type="text"/>
Job Status: *(Not Enterable)	Active	T

Approval Level	User Name	Required Action
20 - (DFA1) Department Faculty Approver 1	<input type="text"/>	Approve
60 - (EAFAC) Employment Area Faculty	<input type="text"/>	Approve
93 - (FYIPAY) FYI - Payroll at Approval	<input type="text"/>	FYI
95 - (APPLY) Applier	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Comment

[Approval Types](#) | [Routing Queue](#) | [Transaction History](#)

[Return to Top](#)

[New EPAF](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

Position Management Report in Hyperion

- Key to effective Position Management is to select the right position whenever you begin an employment transaction.
- The person responsible for position budgeting and the person responsible for employment transactions should be working together on Position Management.
- New Position Management report will be rolled out 11/28/11

Public Service Loan Forgiveness

Mary B. W. Fenton, M.A.

- HSC Director of Student Financial Aid Services
- Anyone approaching graduation and who has student loans will, soon, begin repayment of those loans. We want you to be aware of all the options available, to you. There is a particularly appealing program called **Income-based Repayment** for individuals interested in **Public Service Loan Forgiveness**. This requires working in a non-profit or 501(c)(3) organization while making income-based repayments which is especially appealing to individuals first starting out and who have lower incomes.

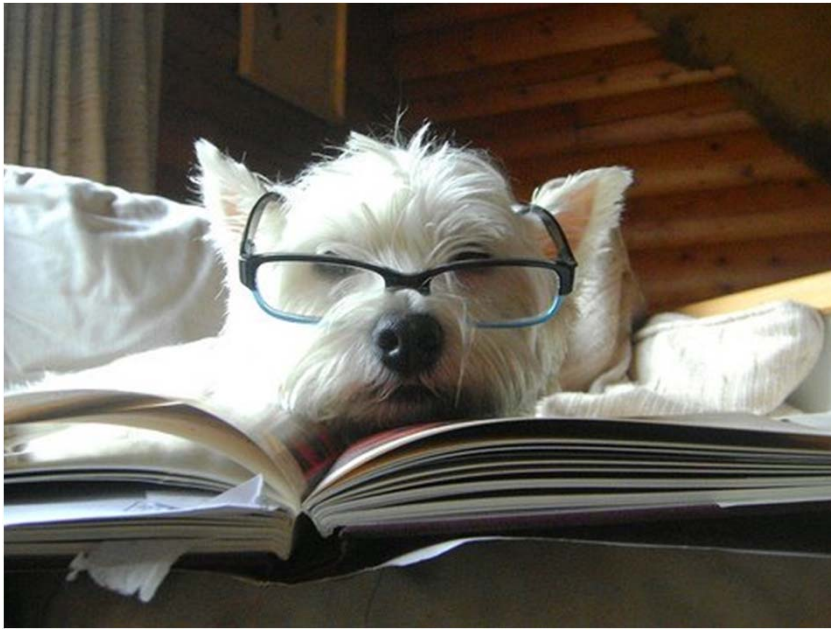
Announcements

Marie will be in Mexico November 21st – 28th



Announcements

Catherine will be studying and relaxing November 18 - 27th



STUDYING



RELAXING



Announcements

Krickett will be cruising the Caribbean and hangin with Mickey and friends December 3rd-14th



Announcements

Katie will be escaping from real life in Taos, NM
December 19th – 22nd



The Taos Mesa and Gorge

Announcements

Christine will be retired effective 1/1/12. Congratulations and we'll miss you Christine!!





Questions?

Thank you for joining us today!