

# SCHOOL OF MEDICINE FACULTY HIRING & CONTRACTS OFFICE

Department Administrators Meeting  
November 11, 2010 9:00 – 10:00

# Agenda

- Faculty Benefits Orientation Information
- Non-Standard Payments Information
- UNM Jobs Tips
- Global Mobility Solutions
- Important Deadlines
- Announcements
- Questions and Answers – with prizes!

# Faculty Benefits Orientation

- Orientation should be scheduled on or before start date
- Why?
  - I-9 – Federal regulations require that the I-9 be filled out and signed by new employees no later than their first day of work. FHCO has 3 days to obtain back up documentation and verify that the person is authorized to work in the United States.
  - Gives new employees time to think about, discuss and make important decisions regarding their benefits. Especially Medical Insurance.
    - **Reminder:** Only Medical Insurance can be effective on their start date.
  - Allows FHCO time to provision new employees in Banner.
  - Upcoming Orientations dates

November 29, 9-11 am	December 17, 9-11 am
November 30, 9-11 am	December 20, 9-11 am
December 1, 9-11 am	December 21, 9-11 am

# Faculty Benefits Orientation

- What do we cover during a Faculty Benefits Orientation?
  - New hire paperwork
  - Policies and general information about UNM, the School of Medicine and the UNM Medical Group
  - Benefits:
    - Annual, Sick and Professional Leave
    - Medical, Dental and Vision Insurances
    - Flexible Spending Accounts – Medical and Dependent Care
    - Life Insurances – UNM and UNM Medical Group
    - Long Term Disability, Accidental Death and Dismemberment
    - Retirement – Educational Retirement Act, Alternative Retirement Plans, 403(b) and 457(b) Supplemental Retirement

# Faculty Benefits Orientation

- FHCO is available to meet with new faculty up to two weeks before their start date
- If at all possible, schedule new faculty during one of the pre-scheduled orientations
- If not possible, FHCO has limited availability for last minute scheduled orientations throughout the month

# Non Standard Payments

- Non Standard Payments for Working Retirees are not allowed
  - Working retirees who choose the 25% rule are not allowed to work greater than 520 hours annually or 43.33 hours per month
  - UNM needs to accurately report hours for working retirees. Non standard payments have always raised a red flag with ERB.

# Non Standard Payments

- All NSPs are processed as payment for “one” hour of work
- Payroll needs a realistic estimate of hours actually worked by working retirees, one hour at \$4,000 is not realistic.
- ERB has ruled in other instances that the university is deliberately attempting to under-report the actual number of hours worked
- A working retiree who exceeds the 520 hours is in danger of having to pay back their retirement earnings

# Non Standard Payments

- Deadline for December 2010 payment is Wednesday, November 24<sup>th</sup>
- Deadline for January 2011 payment is Wednesday, January 5<sup>th</sup>
- 2011 NSP Deadlines:

February: February 4<sup>th</sup>

March: March 3<sup>rd</sup>

April: April 6<sup>th</sup>

May: May 5<sup>th</sup>

June: June 3<sup>rd</sup>

July: July 5<sup>th</sup>

August: August 4<sup>th</sup>

September: September 6<sup>th</sup>

October: October 6<sup>th</sup>

November: November 2<sup>nd</sup>

December: November 22<sup>nd</sup>



# Changes to Non-Standard Payment Form

## Revised Earnings Code:

### Clinical Practice Payments

- Earn code 232 (Staff)

### Health Sciences Center Performance Payments

- Earn code 202 (Faculty)

To Use this form, please carefully enter the information in the fields provided below. Once you have entered all relevant information, Click the "Submit" button at the bottom of the form to view your form.  
If everything is correct, use the print button at the bottom of the generated form to print your form.  
Thank you - H.R.I.T.



## Non-Standard Payment Form

Payee UNM ID:

Position:

\*Select From Drop-down List\*

Payee Name:

last first, m.i.

Initiating Department:

Date : Wed, 03 Nov 10 20:39:01 +0000

Contact(Initiator):

Contact Ph#:

Email:

Employment Category:

Earnings Code:

I request approval for special compensation. I certify that t

Links: Big Red: <http://www.unm.edu/~ubppm/ubppm>  
Graduate Stu

- 200 - Extra Comp
- 021 - Resident Physician
- 037 - Graduate Studies Extra Comp (Duties outside contract)
- 201 - Endowed Faculty (Private Source)
- 202 - UMG Incentive pay (School of Medicine Only)
- 210 - Awards and Prizes

Description of Work to be Performed and Dates:

\_\_\_\_\_/\_\_\_\_\_  
Payee's Signature / Date

\_\_\_\_\_/\_\_\_\_\_  
Primary Department / Org

### APPROVING DEPARTMENT AUTHORIZATIONS REQUIRED

Name

Signature

Date

Dept. Chair or Supervisor Name:

\_\_\_\_\_/\_\_\_\_\_  
/

Dean, or Director Name:

\_\_\_\_\_/\_\_\_\_\_  
/

Provost/Dean/Director (School of Medicine):

\_\_\_\_\_/\_\_\_\_\_  
/

# Non-Standard Payment Form

UBPPM # 2615

- Non Standard Payment Processing

<http://www.unm.edu/~ubppm/ubppmanual/2615.htm>

To Use this form, please carefully enter the information in the fields provided below. Once you have entered all relevant information, Click the "Submit" button at the bottom of the form to view your form.  
 If everything is correct, use the print button at the bottom of the generated form to print your form.  
 Thank you - H.R.I.T.



## Non-Standard Payment Form

Payee UNM ID:

Position:  \*Select From Drop-down List\*

Payee Name:  last first, m.i.

Initiating Department:

Contact(Initiator):

Contact Ph#:

Date: Tue, 09 Nov 10 18:31:07 +0000

Email:

Employment Category:  Required\*

Earnings Code:  Required\*

I request approval for special compensation. I certify that

Links: Big Red: <http://www.unm.edu/~ubppm/ubppm>  
 Graduate Studies

Description of Work to be Performed and Dates:

- Required\*
- Required\*
- 200 - Extra Comp
- 021 - Resident Physician
- 037 - Graduate Studies Extra Comp (Duties outside contract)
- 201 - Endowed Faculty (Private Source)
- 202 - HSC Faculty Performance Payments
- 210 - Awards and Prizes
- 232 - Staff Clinical Practice Payments

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ Payee's Primary Department  Org

APPROVING DEPARTMENT AUTHORIZATIONS REQUIRED

	Name	Signature	Date
Dept. Chair or Supervisor Name:	<input type="text"/>	_____ / _____	_____ / _____
Dean, or Director Name:	<input type="text"/>	_____ / _____	_____ / _____
Provost/Dean/Director (School of Medicine):	<input type="text"/>	_____ / _____	_____ / _____
Designated Employment Authority: (HR/Faculty/St. Empl/OGS/GME)	<input type="text"/>	_____ / _____	_____ / _____

ORIGINATING DEPARTMENT AUTHORIZING PAYMENT

Start Date	End Date	Index	Account Code	Percent	Central Acct. Office Initials	Authorized Signature for Index / Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	% _____	_____ / _____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	% _____	_____ / _____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	% _____	_____ / _____
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	% _____	_____ / _____

Payee UNM ID:

Position:

\*Select From Drop-down List\*

Initiating Department:

Date : Tue, 09 Nov 10 16:37:28 +0000

Employment Category:

Earnings Code:

Payee Name:

last first, m.i.

Contact(Initiator):

Contact Ph#:

Email:

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:

Total Pay Amount and Method of Pay Calculation:

\_\_\_\_\_/\_\_\_\_ Payee's  
 SignatureDate

Primary Department  Org

APPROVING DEPARTMENT AUTHORIZATIONS REQUIRED

	Name	Signature	Date
Dept. Chair or Supervisor Name:	<input type="text"/>	_____ / _____	
Dean, or Director Name:	<input type="text"/>	_____ / _____	
Provost/Dean/Director (School of Medicine):	<input type="text"/>	_____ / _____	

# UNM Jobs Tips

- Submit Hiring Proposals as soon as you have a signed letter of offer
- FHCO can change the start date and attach a revised letter of offer to the Hiring Proposal before final approval – date changes are usually due to visa and/or credentialing delays
- **Reminder**: Hiring proposals for new and modified positions need to be routed through IB/PC

# Global Mobility Solutions

- What does *GMS* do?

- **Homeowner support**: confidential analysis of current home, home marketing and home selling services, Find-an Agent selection process, homeowner VIP community tours
- **Financial Services**: A personal mortgage counselor from our preferred partner, preferred mortgage rates, discounted closing costs and liberal qualifying ratio, 401k and pension rollover assistance
- **Pre-move services and support**: Dedicated relocation coach, needs analysis to determine key lifestyle issues surrounding move, city profiles, National school reports
- **Van line services**: Guaranteed not to exceed estimates, guaranteed pickup and delivery timeframes, discounted storage rates

# Important Deadlines Checklist

- **FHCO must have the following for hires with start dates between December 7<sup>th</sup> and January 5<sup>th</sup>:**
  - ❑ PRC Approval to Hire
  - ❑ Original signed Letter of Offer
  - ❑ Non-Complete Agreement or Waiver – if applicable
  - ❑ Part-Time Waiver – if applicable
  - ❑ Signed SOM1
  - ❑ Hiring Proposal with OEO approval
  - ❑ Benefits Orientation scheduled on or before start date, December 21<sup>st</sup> is the **LAST** orientation for new hires between December 21<sup>st</sup> – January 3<sup>rd</sup>
  - ❑ Approved Medical Staff Appointment – if applicable
  - ❑ Approved Dossier for higher rank – if applicable



# Important Deadlines

- **December 3<sup>rd</sup>** - UNM Jobs Hiring Proposals – for any new hires with start dates between December 7<sup>th</sup> through January 5<sup>th</sup>
  - Please work closely with FHCO to make sure everything is in place for all new hires starting December 7<sup>th</sup> through January 5<sup>th</sup>
- **December 17<sup>th</sup>** - UNM Jobs Actions – to post all competitive and non-competitive postings before Winter Break
- **December 21<sup>st</sup>** – **LAST** Orientation for all new hires with start dates between December 21<sup>st</sup> through January 3<sup>rd</sup>

# Reminder

**W A N T E D !**

**L O O K I N G F O R**

**DEPARTMENTS THAT HAVE UNAPPROVED  
“CONTINUOUS RECRUITMENT”  
ADVERTISEMENTS PUBLISHED**

Do you have advertisements in publications for continuous recruitment that do NOT have PRC approval, have NOT been posted in UNM Jobs and are NOT approved by OEO?

# Announcements

- Katie will be in Costa Rica November 18<sup>th</sup> – 29<sup>th</sup> returning on November 30<sup>th</sup>.



# Announcements

- Marie will be in Mexico November 22<sup>nd</sup> – 29<sup>th</sup> returning on November 30<sup>th</sup>.



# Announcements

- Marisela will be relaxing at home December 20<sup>th</sup> – January 2<sup>nd</sup>, returning on January 3<sup>rd</sup>.





Questions?

Thank you for joining us today!

# Quiz and Prize Time!

What Federal form needs to be completed no later than an employee's start date?

- I-9, Employment Eligibility Verification form

What benefit can start on the employee's start date if the form is turned in before or on their start date?

- Medical Insurance

Are NSPs for Working Retirees still allowed?

- No

What is the NSP Deadline for December 2010?

- November 24th

Name one thing that GMS can do for your future employee?