

HEALTH SCIENCES CENTER FACULTY CONTRACTS OFFICE

HSC Administrators Meeting May 9, 2012 9:00 – 10:00

Agenda

- July Hire Checklist
 - Krickett, Catherine, Katie
- Working Retirees
 - Katie
- Summer Session TPTs
 - Krickett
- Direct Deposit
 - Catherine
- Contract and FIBCI updates
 - Marie
- Announcements

July Hire Checklist

- HSC FCO must have the following items for all hires with start date of July 1st:
 - Original signed Letter of Offer
 - Hiring Proposal with OEO approval
 - Benefits Orientation scheduled on or before start date.
- 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

July Hire Checklist Cont.

- Approved Medical Staff Appointment if applicable
- Approved Dossier for higher rank if applicable

Orientations dates

- ☐ June 26th from 9:00 to 11:00 am
- ☐ June 27th from 9:00 to 11:00 am
- ☐ June 28th from 9:00 to 11:00 am
- ☐ June 29th from 9:00 to 11:00 gm
- □ July 2nd from 9:00 to 11:00 am
- □ July 3rd from 9:00 to 11:00 am

In the SOM Dean's Large Conference Room

Working Retirees

- HSC FCO will need the following items for any new Working Retirees:
 - Working Retiree Form(http://hsc.unm.edu/som/about/faculty/docs/WRForm.pdf)
 - Original signed Letter of Offer
 - Justification Memo
 - Faculty Supplemental Retirement Form
 - □ In some cases, an 19
 - PRC Approval (SOM Only)
 - SOM-1 (SOM Only)

Summer Session TPTs

- Summer Session TPT class has been retired. There are only Temporary Part-Time faculty.
- Rehire process for any semester unless new TPT.
- However, if a TPT has only worked during the summer and has an approved hiring proposal for a Summer Session, you will need to post for that person to apply and acquire an approved hiring proposal for regular TPT position.

Direct Deposit Update

As of April 2 all UNM employees must be enrolled in Direct Deposit. Options:

- Payroll Distribution Program: You can still have Direct Deposit with the Payroll Distribution Program through New Mexico Educators Federal Credit Union (NMEFCU). This is not a membership account; however you will still receive an Account and Routing number. Your credit will not be checked. You must have a valid government issued photo ID to enroll. They accept ITINs.

 You will have access to your funds in multiple ways: Withdraw any portion of your funds, up to 100%, at any New Mexico Educators Federal Credit Union branch.

 Withdrawal up to \$500.00 a day with your Payroll Card at over 175 CU Anytime ATMs.
- Direct Deposit with the financial institution of your choice.
- Membership with New Mexico Educators Federal Credit Union. UNM Employees are eligible for membership and have been benefiting from low or no cost financial services, a variety of financial products and services. Visit http://www.nmefcu.org/home/misc/unm_directdeposit

FIBCI/Contract Season Update



FIBCI/Contract Season Update

College of Nursing

• Working on finalizing new FIBCI plan with hopes of implementing 7/1/12

College of Pharmacy

- FIBCI system closes 5/9/12
- FIBCI's due 5/9/12

FIBCI/Contract Season Update

School Of Medicine

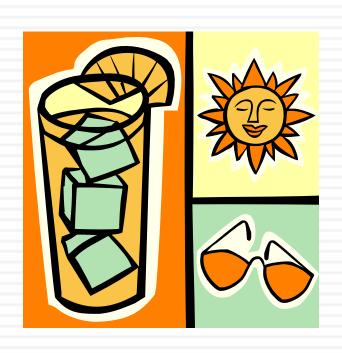
- FIBCI system is closed
- FIBCI's were due 4/30/12
- Good News 68% FIBCI's turned in (688)
- Bad News 32% have not been received (331)

HSC FCO will begin releasing contracts early next week

Announcements

- Early NSP Deadline Reminder
 - June NSPs are due May 31, COB
 - July NSPs are due June 29, COB
 - Deadlines are on our Website and OneSource
- SOM Clinical FTE to SRMC work with Academic Affairs
 - Memo
 - □ SOM1

Questions?



Thank You for Coming!