



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 am
 - ❑ 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 I9
 - ❑ **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!**