HEALTH SCIENCES CENTER FACULTY CONTRACTS OFFICE

SOM Faculty One-Time Pay
August 2, 2013 9:30 – 10:30, DLCRm

SOM Faculty One-Time Pay

Agenda

- One-Time Pay
- Guidelines
- Process
- Deadline

One-Time Pay

- During the past Budget season Chancellor Roth approved a one-time "bonus" for HSC Faculty as a part of their FY14 compensation package

- Some departments have opted not to participate – let me know ASAP if this is the decision for your department

The Good News!

No need to submit individual Non-Standard Payment forms!

Guidelines

- Range 0-2%
- One-time
- Non-reoccuring
- **Cannot** exceed 2% - per Chancellor Roth
- Chair's discretion on amount (within the 0-2% range)

Guidelines continued

- Chancellor Roth authorized up to 2% for Chairs – memo dated May 16th, 2013

- Based on FY 14 contract salary (Base + Supplement)

- Paid out at the end of September 2013 with regular pay…*if accurate data, in the required format, is submitted by the deadline*

Guidelines continued

- Current funding on primary job is how the amount will pay out

- The amount will not be counted towards retirement calculations as it is considered a "bonus" by the ERB and not regular compensation. This is an ERB ruling and applies to the August staff one time payment as well

Guidelines continued

- Not Eligible:
  - Working Retirees
  - Full 8/8th's VA
  - Post Doctoral Fellows

Process

- HSC FCO is the coordinating office
- HSC FCO has emailed the Department Administrators a spreadsheet template
- The column titled "0-2% of contract salary (not total comp)" should be populated with the dollar amount of the "bonus"
- Once completed spreadsheet should be emailed directly to Marie Chestnut

Process continued

- **Do not** vary from the template – this is the information required to load data into the Banner Payroll system

- It is critical that you return the spreadsheet (via email) to HSC FCO by the deadline

Deadline

The deadline to submit your finalized spreadsheet to HSC FCO is:

Monday - August 19th, 2013

Then What Happens?

- Once you have submitted the data, by the deadline using the required template, your part is done!

- Spreadsheets will be combined and information submitted to Banner HR/PR IT – *complete by 8/21/13*

  - *Once this happens I cannot make revisions or additions – so accuracy is key*

- Testing performed for upload

- Tested data reviewed for accuracy and problem solving

Then What Happens? continued

- Green light given for September upload – *complete by 8/29/13*

- *I go on AL 8/29/13 – 9/16/13.*

- Data will be directly loaded into Banner for September – *Pay Day 9/30/13*

Contact

Contact me, Marie Chestnut (272-2260) or mchestnut@salud.unm.edu, with any questions regarding process.

Questions?

Thank You!