

HSC FACULTY CONTRACTS OFFICE

Non-Standard Payments

October 18, 2011 9:00 – 10:00

Welcome & Introductions

Marie Chestnut, Director

Catherine Anaya, Medical Faculty Services Rep

Katie Fletcher, Medical Faculty Services Rep

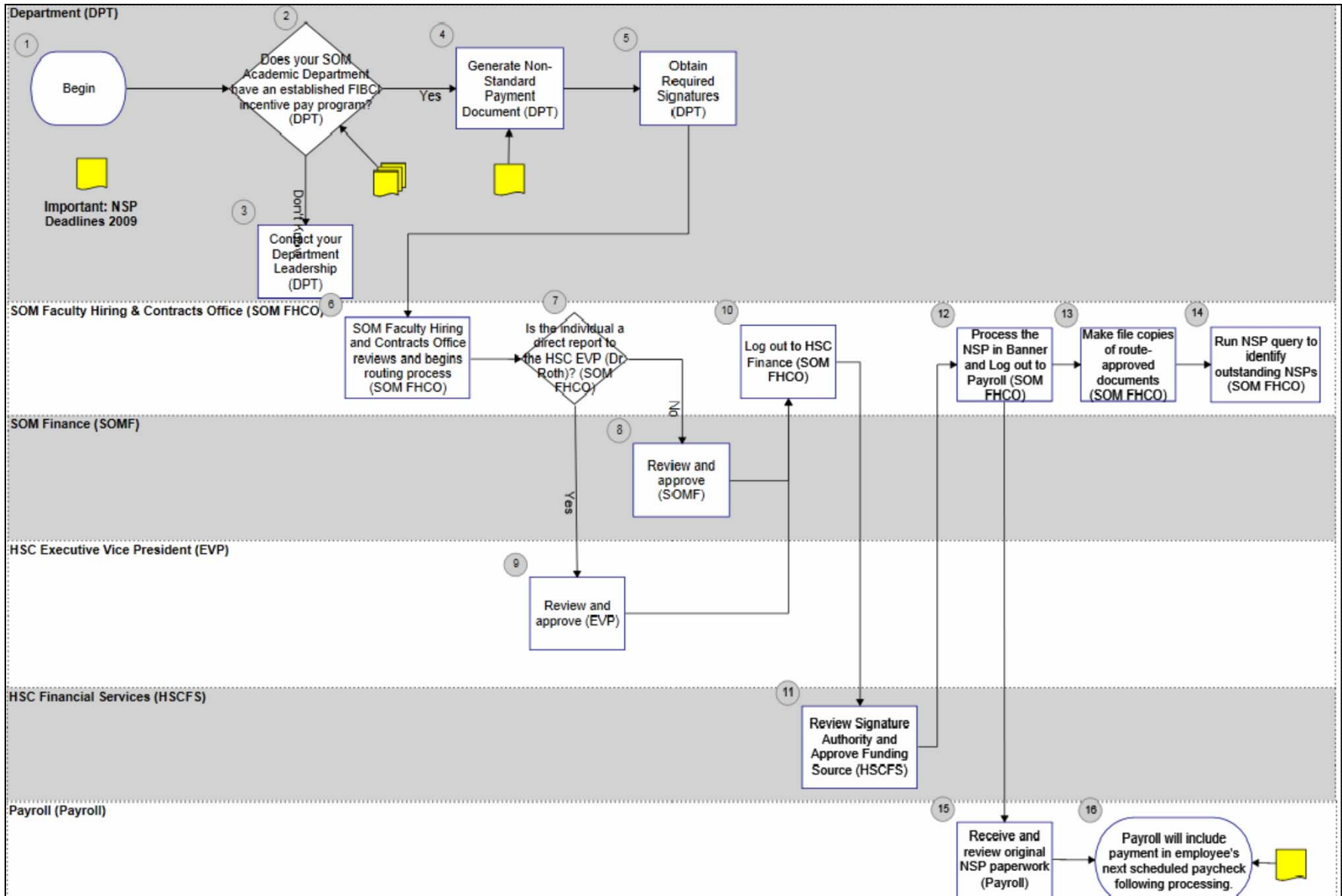
Krickett Marquez, Medical Faculty Services Rep

Samantha Torrez, Administrative Assistant



In FY11 HSC FCO processed **2,882** NSP's

And the current process looks like this...



NSP's continued

- The possible future of processing NSPs (epafs???)
- For now we need assistance from the departments in making the current process as efficient and accurate as possible

NSP Agenda

- Payment types for faculty
- Working Retirees
- Completing the form
- Schedule of payment
- Scheduled NSPs that miss deadlines
- Deadlines

Payment Types

Health Sciences Center Performance Payments:

May be made to HSC faculty subject to strict limitations under HSC policies approved by HSC deans and the Chancellor for Health Sciences.


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

Working Retirees are ineligible for Non Standard Payments

Completing the form

The Non Standard Payment Form is available on the payroll forms website at <http://www.unm.edu/~payroll/forms.html>

1. Payee UNM ID (9 digit unique identifier generated by Banner used in place of the SSN.)
2. Payee Name (last, first, MI)
3. Initiating Department-Department where work was performed or granting payment.
4. Contact Information- Name, office phone and email of person completing the form.
5. Select Employee's current employment category from the drop down list
6. Select the 202 earn code from the drop down menu
7. Justification for non-standard payment
8. Calculation for method of payment
9. Payees signature and primary department where employee works
10. Signatures are required
11. Enter index # and account code
12. Approval from appropriate accounting office for each index. Enter initials.
13. Department rep authorized to sign and date for index expense



Non-Standard Payment Form

Payee UNM ID: Banner ID
Position: Assistant Professor - 0200

Payee Name: Faculty Name

Initiating Department: Department Name
Date: Fri, 07 Oct 11 17:37:19 -0000

Contact(Initiator): Your Name
Contact Pht: Your Phone #
Email: Your email address

Employment Category: Faculty

Earnings Code: 202

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: <i>(add additional documentation if necessary)</i>	Total Pay Amount and Method of Pay Calculation: <i>(attach additional documentation if necessary)</i>
Examples: "In accordance with SOM FIBCI Plan" "Per SOM and Departmental FIBCI Policy" "Service as ..." "Equity Adjustment"	Please be as clear and concise as possible. Examples: "One time payment of \$100.00" "Monthly scheduled payment of \$100.00 from July 2011 - June 2012"

/_____/ Payee's Signature Date

Primary Department: Department Name
Org: 123A

APPROVING DEPARTMENT AUTHORIZATIONS REQUIRED

	Name	Signature	Date
Dept. Chair or Supervisor Name:	Chair Name		/ /
Dean, or Director Name:	Kristin Galee		/ /
Provost/Dean/Director:			/ /
Designated Employment Authority: (HR/Faculty/SL Emp/OGS/GME)	HSC Faculty Contracts		/ /

ORIGINATING DEPARTMENT AUTHORIZING PAYMENT						
Start Date	End Date	Index	Account Code Percent	Central Acct. Office Initials	Authorized Signature for Index / Date	
			- %	_____		/ /
			- %	_____		/ /
			- %	_____		/ /
			- %	_____		/ /

For Core Office Use Only

EDC	ECLASS	PAY ID	Payroll Number	DATE ENTERED -Banner

PRINT

Total Pay Amount and Method of Pay Calculation:
(attach additional documentation if necessary)

\$5,000 One time payment

Start Date

7/1/2011

End Date

6/30/2012

Total Pay Amount and Method of Pay Calculation:
(attach additional documentation if necessary)

\$2,000.00 Total distribution

Start Date

End Date

7/1/2011

06/30/2012

Total Pay Amount and Method of Pay Calculation:
(attach additional documentation if necessary)

*\$2500 to be paid quarterly; Sept 2011, Dec 2011, Mar 2012,
and June 2012. Total distribution = \$10,000.00*

Start Date

End Date

7/1/2011

6/30/2012

Payments

Schedule of Payment

Payment is made upon completion of services. The employee will be paid on his or her next scheduled payroll following all necessary entries and approvals.

One time payment vs. multiple payments

To avoid confusion and miscalculation, one time payments and multiple payments must be processed on separate NSP forms.

Late scheduled NSPs

A scheduled NSP that is received a month or more after the date it is scheduled to start.

Scenarios

Ideal: On two separate NSP forms, one with a one-time payment for the months missed and the other with the scheduled payment to start in the month submitted.

Acceptable: If Department made an effort to submit scheduled NSP on time, but approvals were delayed.

Not Preferred: A scheduled NSP submitted clearly after the due date for the NSP to begin payment.

In this case the Department must certify that they have not processed missed payments on a separate NSP.

Deadlines

- November 2011 – Tuesday, November 2nd
- December 2011 – Tuesday, November 22nd

2012 NSP Deadlines:

The 7th of the month that payment is to be made.

December 2012's deadline is November 22th

Deadlines apply only to those transactions that are accurate and complete when submitted.

Note: If a deadline falls on a non-working day, the document must be received the last working day prior to the deadline.

Work Description Samples

Examples of what can be used:

- Per SOM & Department FIBCI Policy
- Per COP & Department FIBCI Policy
- SOM Department FIBCI
- COP Department FIBCI
- Department FIBCI
- FIBCI Policy

Work Description Samples

When generating your NSP never use any of the following examples or any other variation in your description of work box.

- Per UNMMG by-laws
- In accordance with UNM Medical Group by-laws
- Incentive per UNM-MG by-laws
- In accordance with UNM Medical Group by-laws



Questions?

Thank you for joining us today!