



**HEALTH
SCIENCES**
FINANCE &
ADMINISTRATION

COVID-19 Operational Update

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HSC Senior Executive Officer for Finance & Administration.

Business and administrative functions and customer support are continuing to be performed by HSC Finance and Administration staff working remotely. The University is conducting limited operations on site and is not closed. Please see below for information regarding administrative areas and offices that provide support to the Health Sciences.

HSC Finance & Administration Offices:

Working remotely 8 AM -5 PM M-F; Email contacts below are best; however, desk phones have been forwarded and calls will be answered. In the cases where a staff member's phone could not be forwarded, voice mail is being monitored regularly.

Budget- <https://hsc.unm.edu/financialservices/budget/contacts/index.html>

HSC Facilities- ryreynolds@salud.unm.edu

Unrestricted Accounting- HSCFinancialServices@salud.unm.edu

Sponsored Projects Office- HSC-Preaward@salud.unm.edu

Contract & Grant Accounting- <https://hsc.unm.edu/financialservices/cga/about/staff-directory/index.html>

UNM HSC Coronavirus (COVID-19) Fiscal Impact Tracking System – Contact:

mschwant@salud.unm.edu

<https://app.smartsheet.com/b/form/1ff208ad051d4b988ade572ed875ae1e>

Finance & Administration Shared Services – abeytac@salud.unm.edu

UNM HSC Research Continuity Guidance- <https://hsc.unm.edu/research/>

Main Campus Financial Services Office Schedules

<https://fsd.unm.edu/resources/fsdhoursopscovid19.pdf>

Other Main Campus Administrative Offices

http://cms.ipressroom.com.s3.amazonaws.com/175/files/20202/SVPFA+Hours+of+Ops_Covid+19.pdf

Cashier Windows – Open Tuesday and Thursday 8 AM to Noon.

P-Card/Accounts Payable- Working remote 8 AM -5 PM M-F/On-site AM by appointment for check pick-up and P-card pick-up <http://purchase.unm.edu/>

UNM Human Resource Coronavirus Guidance for employees <https://hr.unm.edu/cv19>

COVID-19 Optional \$40 Partial Reimbursement for Tier 1 & Tier 2 Employees

<https://hr.unm.edu/cv19/partial-reimbursement>

Payroll/HR Guidance for bi-weekly employee timesheets

<https://hr.unm.edu/cv19/timekeepers> <http://hr.unm.edu/docs/hr/2r07-timesheet.xlsx>

Travel Reimbursement <https://www.unm.edu/coronavirus/guidance-for-unm-regarding-covid-19.html>