HSC Faculty Contracts Office Faculty NSP EPAF SOP

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my UNM

The University of New Mexico

🔒 Login

NetID: mchest   Create a NetID

Password: ••••••••   Forgot Password?

[Login] [Cancel]

- Problems Logging in? Click here.
- Change Password
- myUNM FAQs

LoboAlerts
Emergency Text Messaging

Click HERE to sign in to **LoboAlerts** Emergency Text Messaging System

Confirm your contact information now!

MyUNM Regular Maintenance
MyUNM will go down for maintenance every night between 2 and 3am. Anyone logged in during that time will need to log in again.

Welcome to MyUNM!

MyUNM is your personal gateway to UNM. The myUNM portal provides t customize the portal to suit their individual needs by selecting which res

What's Inside?

LoboWeb for Students: Use LoboWeb for Registration, Grades

To access LoboWeb for Students, log in to myUNM with your UN LoboWeb logo to enter.

LoboWeb for Faculty & Advisors: LoboWeb is the place for a student information, enter grades, perform registration override

To access LoboWeb for Faculty & Advisors, log in to myUNM wit on the LoboWeb logo to enter.

E-mail: The portal email is likely to be the preferred email appl via a Web interface rather than be dependent on one computer check email from other provider accounts with it.

Calendar: Campus community members – especially students! students, classes, and groups/organizations to track schedules, should continue to use those calendars to schedule University b

Groups: The Group Studio feature provides an easy-to-use Wel applications include chat, where you can text chat online in real and exchange files. Any campus organization or department tha an organization/department does not have its own NetID, you r the IT Computer Accounts office.

and much more...

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my **UNM**

◄◄ Back to
Employee Life Tab

🏠   📞   📕   👥   🔒   ❓
LoboMail UNM Learn Calendar Groups   Logout   Help

Search [_____] [Go]   RETURN TO MAIN MENU SITE MAP HELP

Employee

Welcome to LoboWeb for Employees! You can view personal information such as benefits and deductions, leave balances and direct deposit information. You also have the ability to update the following:
    Demographic Self-Service Information (i.e. home address)
    Emergency Contacts
    Annuities and Donations
    W4 Forms
    Direct Deposit Information

Please remember that history will build beginning January 2, 2008. Information such as previous pay stubs or job history prior to January 2008 is not available.

Should you have any questions, be sure to call us at the Banner HR/Payroll Support Center at **277-HRPR (4777)**. Hours of operation will be Monday - Friday, 8am to 5pm.

Personal Information
    Update race/ethnicity information; update addresses, emergency contact information, and directory information; opt-out of public disclosure of home information.

Make Bursar Payments
    Pay Bursar billed insurance, parking tickets, etc. by credit card, checking or savings account.

2014 United Way Campaign
    Pledge Now!

Electronic Personnel Action Forms   ⬅ **CLICK HERE**
    Labor Distributions and Employee Transactions

Benefits and Deductions
    Retirement, Health, Flexible Spending, Miscellaneous, Beneficiaries, Benefit Statement, VEBA Opt-Out Election

Pay Information
    Direct Deposit, Earnings History, Deductions History, Pay Stubs

Tax Forms
    W4 Form, W2 Statement

New EPAF Person Selection screen showing the ID, Query Date, and Approval Category fields, with annotations: "Enter Banner ID# & use Tab key to auto fill the Faculty Member's name" and "Don't hit "Go" yet!"

System removal of end date, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

Item	Current Value	New Value	
Job End Date: MM/DD/YYYY *(Not Enterable)	07/31/2014	-	**Not Enterable**

Faculty Non-Standard Payment, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

Item	Current Value	New Value	
Jobs Effective Date: MM/DD/YYYY *	07/31/2014	02/01/2015	**1)1st of the month the NSP will begin paying**
Personnel Date: MM/DD/YYYY *	07/31/2014	02/01/2015	**2)NSP's are not back dated**
Job Status: *(Not Enterable)	Terminated	A	
FTE: *(Not Enterable)	0	0	
Appointment Percent: *(Not Enterable)	100	100	
Job Change Reason: *(Not Enterable)	JBEND	ADDJB	

Auto Populated – (Not Enterable)

Job End Date Example: One Time Payment

Job End Fields, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	07/31/2014	02/28/15
Job End Date: MM/DD/YYYY*	07/31/2014	02/28/15
Job Status: (Not Enterable)	Terminated	T
Job Change Reason: (Not Enterable)	JBEND	JBEND

Last day of the Month the NSP stops paying

Auto Populated – (Not Enterable)

Special Rate: <u>One Time Payment</u> Example

Enter Special Rate, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
02/01/15	202, Faculty Performance Pay	1		5,000	1	03/01/15	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save   Add New Rows

1st of the month the NSP will begin paying	Earnings Code = 202 Faculty Performance Pay	Hours or Units Pay = 1	Special Rate = dollar amount to be paid out during one month	1st day of the month **after** the Non-Standard Payment should stop paying

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Job End Date Example - __Monthly Scheduled Payment__

Monthly Scheduled Payment __Example__:
1) **Total amount to be paid out is $45,000**
2) **Payment start: 10/01/2014**
3) **Payment end: 6/30/2015**
4) **$45,000 / 9 months = $5,000**

Job End Fields, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY*	07/31/2014	06/30/2015
Job End Date: MM/DD/YYYY*	07/31/2014	06/30/2015
Job Status: (Not Enterable)	Terminated	T
Job Change Reason: (Not Enterable)	JBEND	JBEND

Last day of the Month the NSP should stop paying

Auto Populated – (Not Enterable)

Special Rate: <u>Monthly Scheduled Payment</u> Example:
1) Total amount to be paid out is $45,000
2) Payment starts: 10/01/2014
3) Payment ends: 6/30/2015
4) $45,000 / 9 months = $5,000

Enter Special Rate, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

Current

Effective Date	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date

New Value

Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
10/01/14	202, Faculty Performance Pay	1		5,000	1	07/01/2015	
	Not Selected				1		
	Not Selected				1		
	Not Selected				1		

Save   Add New Rows

1st of the month the NSP will begin paying	Earnings Code = 202 Faculty Performance Pay	Hours or Units Pay = 1	Special Rate = dollar amount to be paid out during one month	1st day of the month **after** the Non-Standard Payment should stop paying

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Labor Distribution

Once you apply "Save" the following fields auto fill:
1) Fund
2) Organization
3) Program
4) Activity

New

Effective Date: MM/DD/YYYY `10/01/2014`

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance Override End Date
		Auto fills			**Auto fills**						
U	497030	3U0032	497B1	2005	P222	GNACTV				100.00	

Total: 100.00

`Save and Add New Rows`

COA = U

Enter Index

The NSPs should have the corresponding description in the EPAF comments section.
Account
2005 - Faculty Incentive Pay
200H - Faculty Call
200G - Faculty Extra Shifts

Percent = 100.00

Routing Queue: Faculty NSP HSC <u>Unrestricted</u>, JF0020

Routing Queue

Approval Level	User Name		Required Action
20 - (DFA1) Dept Apprv Level 1 - Faculty	🔍	**Must be "Authorized Signature" for Index**	Approve
40 - (CSO) College/School/Other Approver	🔍	**SOM = Kristin Gates, CON, COP, COPH, HSLIC = someone in college/unit**	
60 - (EAFAC) Employment Area Faculty	🔍	**Krickett (Kristiane Swalwell-Marquez) - HSC FCO**	Approve
93 - (FYIPAY) FYI - Payroll at Approval	🔍	**Stella Quintana - Payroll**	FYI
95 - (APPLY) Applier	🔍	**Applier = Applier, Epaf (EAAPPLIER)**	Apply
Not Selected	🔍		Not Selected
Not Selected	🔍		Not Selected
Not Selected	🔍		Not Selected
Not Selected	🔍		Not Selected

Save and Add New Rows

Routing Queue
Faculty NSP HSC Restricted, JF0015

Routing Queue

Approval Level	User Name		Required Action
20 - (DFA1) Dept Apprv Level 1 - Faculty	🔍 ←	**Must be "Authorized Signature " for Index**	Approve
40 - (CSO) College/School/Other Approver	🔍 ←	**SOM = Kristin Gates, CON, COP, COPH, HSLIC = someone in college/unit**	Approve
50 - (HSCCG) HSC Contracts and Grants	🔍 ←	**TBD**	Approve
60 - (EAFAC) Employment Area Faculty	🔍 ←	**Krickett (Kristiane Swalwell-Marquez) – HSC FCO**	Approve
93 - (FYIPAY) FYI - Payroll at Approval	🔍 ←	**Stella Quintana - Payroll**	FYI
95 - (APPLY) Applier	🔍 ←	**Applier = Applier, Epaf (EAAPPLIER)**	Apply
Not Selected	🔍		Not Selected
Not Selected	🔍		Not Selected
Not Selected	🔍		Not Selected
Not Selected	🔍		Not Selected

Save and Add New Rows

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Comment

Comments are required.

1. One Time Payment Comments Format Examples:

Per SOM and Department FIBCI Plan or College FIBCI/FCP Plan
One Time Payment of $5,000. Include details for payment like call/shift dates, calculations
OR

Per SOM and Department FIBCI Plan or College FIBCI/FCP Plan
For Administrative Duties as Vice Chair of Internal Medicine, One Time Payment of $5,000.

2. Monthly Scheduled Payment Comments Format Examples:

Per SOM and Department FIBCI Plan or College FIBCI/FCP Plan
Monthly Scheduled Payment to total $45,000 over 9 months
10/01/2014 – 6/30/2015 Monthly amount of $5,000, 9 months x $5,000 = $45,000
Include details for payment like call/shift dates, calculations
OR

Per SOM and Department FIBCI Plan or College FIBCI/FCP Plan
For Administrative Duties as Vice Chair of Internal Medicine
Monthly Scheduled Payment to total $20,000 over 9 months
10/01/2014 – 6/30/2015 Monthly amount $2,200, 9 months x $2,200 = $20,000

Comment

Comments are required.

3. Call and Shift Payment Comment Examples :

Transaction History

- *Call*

    Per SOM and Department FIBCI Plan or College FIBCI/FCP Plan
    One Time Payment for 2 nights of call. 7/1/7 and 7/15/17 at $1,500 per night for a total payment of $3,000.

- *Extra Shift*

    Per SOM and Department FIBCI Plan or College FIBCI/FCP Plan
    One Time Payment for 2 Extra Shifts. 8/1/7 and 8/20/17 at $2,000 per extra shift for a total payment of $4,000.

Search [   ] [Go]

RETURN TO EMPLOYEE MENU   SITE MAP   HELP

Electronic Personnel Action Form

💬 Enter the information for the EPAF and either Save or Submit.

Name and ID: ███████████████

Transaction: **Query Date:** Oct 01, 2014

Transaction Status:

Approval Category: Faculty NSP HSC Restricted, JF0015

[Save]

Approval Types | Default Earnings | Account Distribution | Routing Queue | Comments | Transaction History
New EPAF | EPAF Originator Summary
Return to EPAF Menu

Jump to Bottom

Select "Save"

Search [   ] [Go]

RETURN TO EMPLOYEE MENU   SITE MAP   HELP

Electronic Personnel Action Form

✅ Your change was saved successfully.
💬 Enter the information for the EPAF and either Save or Submit

Name and ID: ███████████████

Transaction: 163434   **Query Date:** Oct 01, 2014

Transaction Status: Waiting

Approval Category: Faculty NSP HSC Restric...

Upload Documents

[Save] [Submit] [Delete]

Upload Back up Documents :
1) **Faculty Member's LOO or MOU (if applicable)**
2) **Other: for payments that are outside the FIBCI or FCP agreement for the current FY – document must indicate faculty members approval for payment**
3) **See UNM EPAF Attaching Documents Job Aid**

Approval Types

Jump to Bottom

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BAR Roles

EPAF Employment Transaction Roles

Add	Training	Role Name	Role Description
☐	**Training complete**	EPAF - Originator of Faculty Employment Transactions	Department designated individual with authority to originate a Faculty Employment Transaction EPAF.
☐	**Training complete**	EPAF-Dept Apprv Level 1 - Faculty	Department designated individual with authority to approve a Faculty Employment Transaction EPAF-First Level approval.(Department needs an originator and a first level approval within the department to process a Faculty Employment Transaction EPAF.)
☐	**Training complete**	EPAF-Dept Apprv Level 2 - Faculty	Department designated individual with authority to approve a Faculty Employment Transaction EPAF-Second Level approval.

Default Routing Queue

SET UP DEFAULT ROUTING QUEUES JOB AID

As a Department EPAF Originator, you can establish a pre-defined default routing queue for a particular approval category. The default routing will specify the mandatory levels of approval for that category, assign names to some or all the levels, and identify the action each of the approvers must take.

Student | Financial Aid | **Employee** | Payment | Finance

Search [   ] [Go]

Electronic Personnel Action Form

EPAF Approver Summary
EPAF Originator Summary ← Select EPAF Originator Summary
New EPAF
EPAF Proxy Records
Act as a Proxy

Default Routing Queue

NSP EPAF Deadlines

- NSP's EPAF Deadline remains the 3rd of the month.

- Except when there are extreme high volume months or holidays (which cause Payroll to run early)

- Exact Deadlines can be found here

Reminders/Tips

- **Account Codes (The NSPs should have the corresponding description in the EPAF comments section):**
  - **200H Faculty Call**
  - **200G Faculty Extra Shifts**
  - **2005 (remains unchanged)**
- **8/8ths UNM/VA faculty incentive pay continues to be processed on the old paper form.** The department is responsible for obtaining Kristin Gates and HSC Finance approvals before bringing it to HSC FCO to complete processing it for payment. **This process is the same for faculty who have recently terminated with UNM and are owed Incentive pay. The department should also submit a Payroll adjustment form with required signatures for terminated faculty.**
- **If you are processing a Regent Professorship or Lectureship Award be sure and use EARN CODE 210 (Prizes and Awards) and ACCOUNT CODE 2000.**

Reminders/Tips

- **When requesting a shell suffix:**
  - Be sure and provide the Name, Banner ID and what month the payment is for.
  - Copy in all HSC FCO Staff as we all cover for each other.
- **Query Date <u>must</u> be the 1st** of the payment month
- Include the phrase "**Per FIBCI/FCP Plan**" in your comments. This is required in addition to any other payment description.
- **Include the payment/dollar amount in your comments.**
- **Use the <u>correct current</u> Position #** for the faculty member – the easiest way is to look it up in the SOM OAA database. Or by Banner ID in the all Employee Report in HR Reports on LoboWeb.

Reminders/Tips

- **Use a unique "U" suffix** (i.e. U1, U2, U3, etc.) for each incentive payment for that month. **DO NOT USE 00 or ZR**

- **The Dept Level 1 Approver – MUST be the authorized "signature" on the index** – HSC Finance is reviewing these and will be contacting departments and individuals who are out of compliance with this policy.

- **If you need to end a reoccurring or scheduled monthly payment** contact HSC FCO via email.   **You cannot do this via an EPAF.**

- **If using a restricted index be sure to use** *Faculty NSP HSC Restricted, JF0015*.

Resources

- UAP 2615: Non-Standard Payment Processing, https://policy.unm.edu/university-policies/2000/2615.html
- UAP 2000: Responsibility and Accountability for University Information and Transactions, https://policy.unm.edu/university-policies/2000/2000.html
- C140: Extra Compensation, https://handbook.unm.edu/c140/
- SOM Dean's Office NSP-EPAF Guidelines,
- Employment Knowledge Base, https://confluenceunm.atlassian.net/wiki/spaces/EKB/overview
- Job Aids, https://epaf.unm.edu/job-aids.php