# HSC Faculty Contracts Office Faculty NSP EPAF SOP

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	NetID:	mchest		Create a NetID
	Password:	•••••	褃	Forgot Password?
		Login	Cancel	

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



#### 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.

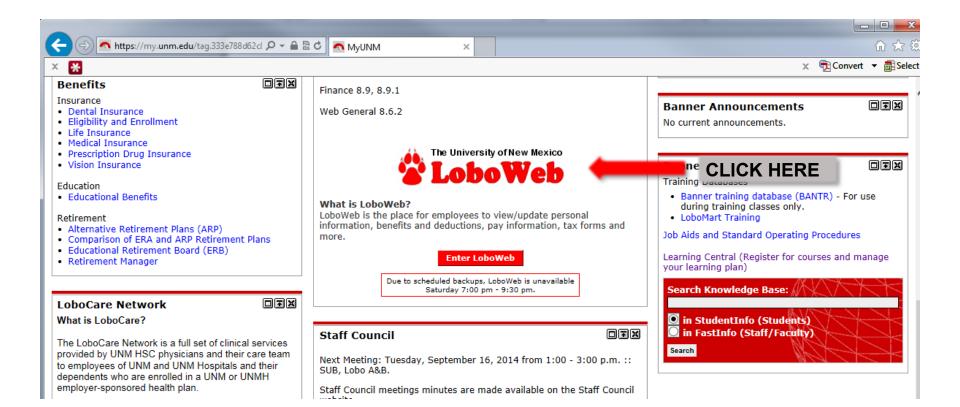


Calendar: Campus community members – especially students! students, classes, and groups/organizations to track schedules, should continue to use those calendars to schedule University b



**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 n the IT Computer Accounts office.

and much more...



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Should you have an to 5pm.	ny questions, be sure to call us at the Banner HR/Payroll Support Center at 277-HRPR (4777). Hours of operation will be	Monday - Friday, 8an	n
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Tax Forms W4 Form, W2	Statement		

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∗ - indicates a required field.	
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ID: *	
	QUERY DATE:
	<ol> <li>Delete the auto populated query date</li> <li>Enter the first day of the month the NSP payment is to begin. For</li> </ol>
Go Don't hit "Go" yet!	Example: if the NSP should pay out (or begin paying out in the case of a monthly scheduled payment) in February enter
	02/01/20XX.
	<ol> <li>NSP's are not back dated.</li> <li>This is an important step that if not done correctly will</li> </ol>
	unfortunately result in you having to cancel the EPAF and start
RELEASE: 8.9.0.3	over again
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Query Date: MM/DD/YYYY * 02/01/2015	
Approval Category: * Faculty NSP HSC Unrestricted, JF0020	
Go       Now Hit "GO"!       APPROVAL CATEGORY – Select from the following:         1) Faculty NSP HSC Unrestricted, JF0020 – if using unrestricted index – Most of your NSP's will be this category, OR	-
2) Faculty NSP HSC Restricted, JF0015 – use this one if a restricted index	

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# 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

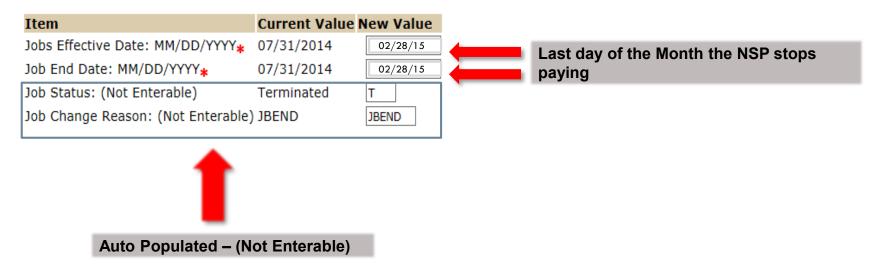
### Faculty Non-Standard Payment, FY0209-U1 Assistant Professor, Last Paid Date: Jul 31, 2014

Item	<b>Current Value</b>	New Value	1)1st of the month the NSP will begin
Jobs Effective Date: MM/DD/YYYY	07/31/2014	02/01/2015	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: <b>*</b> (Not Enterable)	JBEND	ADDJB	



# Job End Date Example: One Time Payment

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

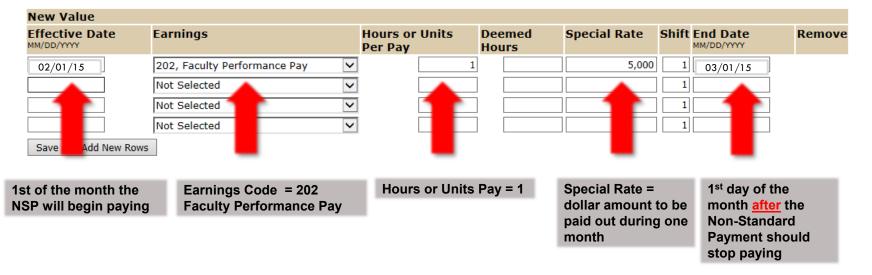


# Special Rate: One Time Payment Example

#### 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



# 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



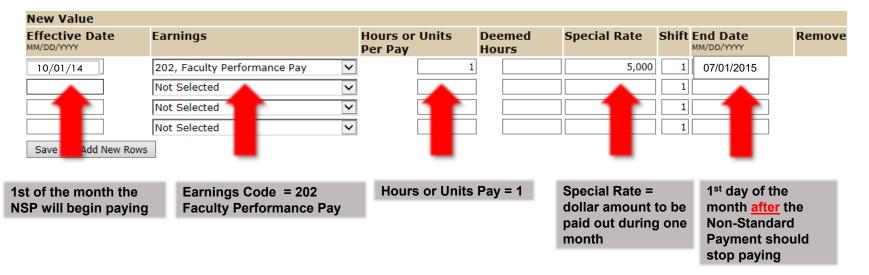
### Special Rate: Monthly Scheduled Payment Example:

- 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



### **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 Aut	Organization o fills		Program Auto	-	Location	Project	Cost		Encumbrance Override End Date
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Q											
۹[											
_				_					Total:	100.00	
COA = U Ind Save and Add New Rows				The NSPs should have the corresponding description in the						1	
				EPAF comments section.					Per	cent = 10	0.00
Enter Index				<u>ccount</u> 105 - Faculty Ir 10H - Faculty ( 10G - Faculty	Call	-					

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

#### **Routing Queue**

Approval Level	User I	ame	Required A	ction
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 = se	omeone in college/u	unit
60 - (EAFAC) Employment Area Faculty	i 9, 🔽	Krickett (Kristiane Swalwell-Marquez) - HSC FCO	Approve	
93 - (FYIPAY) FYI - Payroll at Approval	i Q	Stella Quintana - Payroll	FYI	
95 - (APPLY) Applier	jQ	Applier = Applier, Epaf (EAAPPLIER)	Apply	
Not Selected	✓ Q.		Not Selected	~
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Cave and Add New Dews				

Save and Add New Rows

### Routing Queue Faculty NSP HSC <u>Restricted</u>, 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 = sor	neone in college/unit
50 - (HSCCG) HSC Contracts and Grants		TBD	Approve
60 - (EAFAC) Employment Area Faculty	Q	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	✓ Q.		Not Selected 🗸
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Not Selected	✓ Q.		Not Selected 🗸
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Save and Add New Rows

### Comment

Comments are required.

1. One Time Payment Comments Format Examples:

ransaction History

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

Approval Types | Default Earnings | Account Distribution | I

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 <u>OR</u>

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 :

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.

Employee Payment Finance
Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP
Electronic Personnel Action Form
Renter the information for the EPAF and either Save or Submit.
Name and Thi
Name and ID:     Query Date: Oct 01, 2014       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" and
Employee Payment Finance
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:         Ouery Date: Oct 01, 2014           Transaction:         163434         Ouery Date: Oct 01, 2014
Transaction:     163434     Query Date: Oct 01, 2014       Transaction Status:     Waiting
Approval Category: Faculty NSP HSC Restri Upload Back up Documents :
Upload Documents (1) Faculty Member's LOO or MOU (if applicable)
Save Submit Delete 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
Jump to Bottom

# 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**



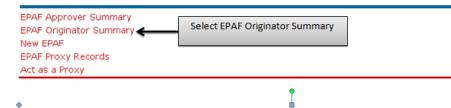
#### SET UP DEFAULT ROUTING QUEUES JOB AID

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 Go

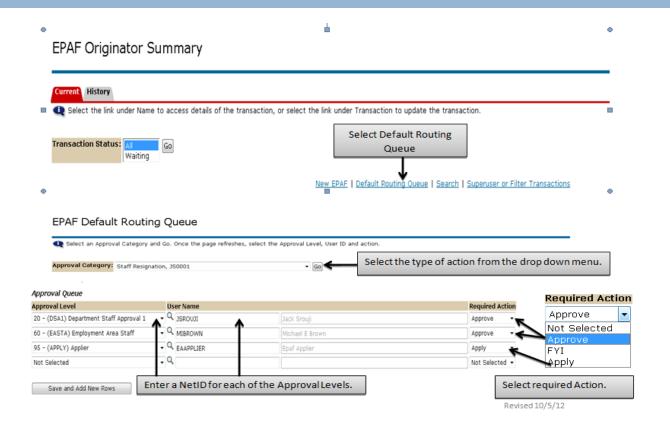
Search

#### **Electronic Personnel Action Form**



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# Default Routing Queue



# NSP EPAF Deadlines

- NSP's EPAF Deadline remains the 3<sup>rd</sup> of the month.
- Except when there are extreme high volume months or holidays (which cause Payroll to run early)
- Exact Deadlines can be found <u>here</u>

# 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 1<sup>st</sup> 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.
   <u>DO NOT USE 00 or ZR</u>
- 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, <u>https://policy.unm.edu/university-policies/2000/2615.html</u>
- VAP 2000: Responsibility and Accountability for University Information and Transactions, <u>https://policy.unm.edu/university-</u> <u>policies/2000/2000.html</u>
- > C140: Extra Compensation, <a href="https://handbook.unm.edu/c140/">https://handbook.unm.edu/c140/</a>
- SOM Dean's Office NSP-EPAF Guidelines,
- Employment Knowledge Base, <u>https://confluenceunm.atlassian.net/wiki/spaces/EKB/overview</u>
- > Job Aids, <u>https://epaf.unm.edu/job-aids.php</u>