



UNM

# HR Process Improvement Forums

---

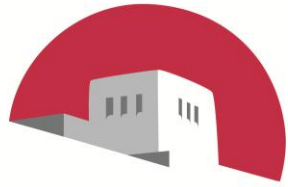
December 11 & 13, 2012

# Agenda

- General Announcements
  - Position Management Clean-Up Process
  - 2R01 Time Entry early deadline
- Background Checks
- Help with Common EPAF Errors
  - Query Date & Labor Distribution Effective Date
- TPT ePAFS – Update from Faculty Contracts

# General Announcements

- Reminder to check the Employment Transactions Deadline located on OneSource
- Position Management Clean – Up Report  
Check for Instructions under Oct Forum Presentation  
<http://hr.unm.edu/communications/process-improvements-forums.php#past-events>
- Pay Schedule for 2013 available on Payroll website
- 2R01 Time Entry/Approval deadline is Dec. 21, 2012



UNM

## **Background Check Update**

---

Kim Herron-Singleton  
UNM Temps and  
Recruitment Services  
Manager

# Background Checks Update

- New Forms
  - Consent and Release (Sterling)
  - Background Check Request Form (updated)
- UNMJobs
  - Department/Position Specific Request Memo
  - Background Check Requests via UNMJobs

# Fingerprinting Requests & Process Updates

- CYFD Fingerprinting
  - Review CYFD FP Checklist
    - Department to complete top portion of CYFD checklist
    - Department to complete Employer Statement
    - Applicant to complete Applicant Written Statement
  - Request fingerprinting utilizing BC Request Form
    - Criminal Conviction Form

# Fingerprinting Request & Process Updates

- Caregiver Criminal Act Fingerprinting (DOH)
  - Review Caregiver Criminal FP Checklist
    - Department to complete top portion of DOH checklist
    - Applicant to complete portion of Authorization of Release
  - Request fingerprinting utilizing BC Request Form
    - Criminal Conviction Form
    - Authorization of Release for applicant/employee should be sent along with the BC Request Form

# Questions & Contact

---

Kim Herron-Singleton

Phone: 277-2854





UNM

# Preventing Common EPAF Errors

---

Joyce McCarthy &  
Gabe Pacheco  
HR Process  
Improvements

# Preventing Common EPAF Errors

- Back dating of the query date is not required to bring in past jobs – Use ALL JOBS Button
- Query date defaults in as the effective date for the Labor Distribution part of an EPAF
- Best practice is to use the new effective date of the job and labor distribution
- Back dating the query also brings in previous default earnings-do not try to edit previous default earnings simply create new one with new job start and end dates

# Preventing Common EPAF Errors

- Important to not change ORGS on pooled position
- There are individuals with jobs that have different orgs within a single job under different suffixes – will need to be fixed
- Note the difference between attaching multiple documents and attaching multiple page documents

# Preventing Common EPAF Errors

- Issue regarding the attachment of a copy of the EPAF signed by a College/School/Other Approver
  - Defeats the purpose of the EPAFS
  - Costly to the institution due to storage
  - Department may use designated authority document and comments on EPAF if Dean/Chair does not want to do the approval electronically

# Questions & Contact

---

UNMJobs

Phone: 277-2779



UNM

## **Update on TPT EPAFS**

---

Theresa Ramos  
Interim Director  
Faculty Contracts/OEO

# Update on TPT EPAFS

- Importance of requesting the appropriate approver role
  - Depts should ensure all approvers have access to appropriate approval role before beginning an EPAF, College/School/Other approval required no matter the size of the org, cannot select just anyone for approval, and selection of proxies is important.
- Understanding the UNMJobs Hiring Proposal Verification Process
  - What does this mean, it's more than just adding a posting # to the EPAF comments, process can be found on OneSource, and used for Audit purposes.

# Update on TPT EPAFS

- Staff instructors in UNMJobs
  - Need to an approved Hiring Proposal before you can utilize the EPAF process



# Reminder of Resources

- Epaf.unm.edu
  - Attaching Documents
  - How to set up a proxy
  - Requesting EPAF Roles
- Role of Appointment % EPAF to TPT

# Questions & Contact

---

Faculty Contracts

Phone: 277-4528