

UNM

HR Process Improvement Forums

May 13 & 15, 2014

Agenda

- University Updates
- FCSO Summer Deadlines and Forms



UNM

*Division of
Human Resources*

University Updates

LaTrenia McDaniel
Strategic Support Manager



UNM

Summer 2014 Processing Update

Antoinette Willis
Faculty Contracts

Agenda

- Summer Deadlines
- New Summer Research Form
- New Summer Session Instruction Form
- New Summer Admin Form
 - New Account Code Summer Admin. & 200A
- TPT epaf Summer Processing Reminder

Summer Deadlines

Due	Item
May 9, 2014	TPT epaf (rehires) for Summer classes beginning June Summer Session (Regular contract faculty teaching during summer) Summer Research (May Payments)
June 2,2014	Summer Admin Compensation Contract Memo for Annual Contract Renewal for: <ul style="list-style-type: none"> •Term Teaching •Visiting •Research Worksheet Template (merit increases due to late reviews)
June 6, 2014	<ul style="list-style-type: none"> • Summer Research for June
July 7, 2014	<ul style="list-style-type: none"> • Summer Research for July • Summer Admin for July
August 4, 2014	<ul style="list-style-type: none"> • Summer Research for August

Summer Session Forms -

- **Summer Administration**
For short term roles that do not occur during the regular AY
New account code 200B
- **Summer Session Instruction**
For regular faculty teaching during summer
- **Summer Research**
Form has been re-designed to match the 3/9 rule for calculating
summer research pay will be used effective summer 2014.
- New forms are available at

<http://www.unm.edu/~fco/forms/summer-forms.html>

Account Codes

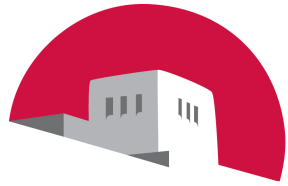
- 200B – Summer Administration (new)
- 2003 – Summer Instruction
- 2002 – Summer Research

TPT epaf Summer Processing Reminder

- Hours Per Pay Appointment Percent Table
(Summer School Schedule)
<http://www.unm.edu/~fco/ePAF-tpt-assign.html>
- Account code is 2003
- Earn code is 203
- Course cancelation notification
email Faculty@unm.edu (on or before the 10th
day of payment month)



Questions?



UNM

**Summer
Processing
FCSO**

Faculty@unm.edu

277-4528