

HEALTH SCIENCES CENTER
FACULTY CONTRACTS OFFICE

HSC Faculty NSP EPAF Training updated 10/03/17

HSC NSP EPAFS

- HSC NSP EPAF
- Required BAR Roles
- EPAF JobAids



Login

NetID: [Create a NetID](#)

Password: [Forgot Password?](#)

- [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 th an organization/department does not have its own NetID, you r the IT Computer Accounts office.

and much more...

Browser address bar: <https://my.unm.edu/tag.333e788d62c> MyUNM

Benefits

Insurance

- Dental Insurance
- Eligibility and Enrollment
- Life Insurance
- Medical Insurance
- Prescription Drug Insurance
- Vision Insurance


Education

- Educational Benefits

Retirement

- Alternative Retirement Plans (ARP)
- Comparison of ERA and ARP Retirement Plans
- Educational Retirement Board (ERB)
- Retirement Manager

Finance 8.9, 8.9.1
Web General 8.6.2



The University of New Mexico
LoboWeb

What is LoboWeb?
LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

[Enter LoboWeb](#)

Due to scheduled backups, LoboWeb is unavailable
Saturday 7:00 pm - 9:30 pm.

Banner Announcements

No current announcements.

CLICK HERE

Training Databases

- Banner training database (BANTR) - For use during training classes only.
- LoboMart Training

[Job Aids and Standard Operating Procedures](#)

[Learning Central](#) (Register for courses and manage your learning plan)

Search Knowledge Base:

in StudentInfo (Students)
 in FastInfo (Staff/Faculty)

LoboCare Network

What is LoboCare?

The LoboCare Network is a full set of clinical services provided by UNM HSC physicians and their care team to employees of UNM and UNM Hospitals and their dependents who are enrolled in a UNM or UNMH employer-sponsored health plan.

Staff Council

Next Meeting: Tuesday, September 16, 2014 from 1:00 - 3:00 p.m. :: SUB, Lobo A&B.

Staff Council meetings minutes are made available on the Staff Council

Search [input] 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

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




Browser window showing the myUNM website. The address bar displays <https://myi...> and the page title is MyUNM. The browser tabs include Oracle Fusion Middleware For...

The website header features the myUNM logo and navigation links: [Back to Employee Life Tab](#), [LoboMail](#), [UNM Learn](#), [Calendar](#), [Groups](#), [Logout](#), and [Help](#).

Navigation tabs are visible: **Employee**, [Payment](#), and [Finance](#).

A search bar is present with a "Go" button. Links include [RETURN TO EMPLOYEE MENU](#), [SITE MAP](#), and [HELP](#).

Electronic Personnel Action Form

- [EPAF Approver Summary](#)
- [EPAF Originator Summary](#)
- [New EPAF](#)  [CLICK HERE](#)
- [EPAF Proxy Records](#)
- [Act as a Proxy](#)

RELEASE: 8.9

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Browser window showing the MyUNM website. The address bar displays <https://myi...> and the page title is MyUNM.

The website header includes the myUNM logo and navigation links: [Back to Employee Life Tab](#), [LoboMail](#), [UNM Learn](#), [Calendar](#), [Groups](#), [Logout](#), and [Help](#).


The main navigation tabs are **Employee**, **Payment**, and **Finance**.

A search bar is present with a **Go** button. Navigation links include [RETURN TO EMPLOYEE MENU](#), [SITE MAP](#), and [HELP](#).

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. **Enter Banner ID# & use Tab key to auto fill the Faculty Member's name**

* - indicates a required field.

ID: * 

Query Date: MM/DD/YYYY*

Approval Category: *

Don't hit "Go" yet!

[EPAF Approver Summary](#) | [EPAF Originator Summary](#)
[Return to EPAF Menu](#)

RELEASE: 8.9.0.3

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Browser address bar: <https://myi...> MyUNM

my **UNM**

Back to Employee Life Tab

LoboMail UNM Learn Calendar Groups Logout Help



Employee Payment Finance

Search Go [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *  

Query Date: MM/DD/YYYY *

Approval Category: *

Go **Don't hit "Go" yet!**

[EPAF Approver](#)

QUERY DATE:

- 1) Delete the auto populated query date
- 2) Enter the first day of the month the NSP payment is to begin. For Example: if the NSP should pay out (or begin paying out in the case of a monthly scheduled payment) in February enter 02/01/2015.
- 3) NSP's **are not back dated.**
- 4) This is an important step that if not done correctly will unfortunately result in you having to cancel the EPAF and start over again

RELEASE: 8.9.0.3

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Browser window showing the myUNM website. The address bar displays <https://myi...> and the page title is MyUNM.

Navigation menu: [Back to Employee Life Tab](#), [LoboMail](#), [UNM Learn](#), [Calendar](#), [Groups](#), [Logout](#), [Help](#).

Section: **Employee** | [Payment](#) | [Finance](#)

Search: [Go](#) [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

[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

Browser: https://myintg.unm.edu/cp/ MyUNM

my UNM

Back to Employee Life Tab

LoboMail UNM Learn Calendar Groups Logout Help

Employee Payment Finance

Search Go

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#)

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: [REDACTED]

Query Date: Oct 1, 2014

Approval Category: Faculty NSP HSC Unrestricted, JF0020

System removal of end date, J00006

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/>
<input type="text"/>	Primary	FY0209	00	Clinician Ed-Assist Prof	497C, Orthopaedics Pediatric	Oct 11, 2010	<input type="text"/>	Jul 31, 2014	Active	<input type="radio"/>

All Jobs

New Approval Type Go

New EPAF
Return to EPAF Menu

RELEASE: 8.9.0.3

Select "All Jobs" © 2014 University of New Mexico and its affiliates.

myUNM

Back to Employee Life Tab

LoboMail UNM Learn Calendar Groups Logout Help

Employee Payment Finance

Search Go RETURN TO EMPLOYEE MENU SITE MAP HELP

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: [REDACTED]

Query Date: Oct 1, 2014

Approval Category: Faculty NSP HSC Unrestricted, JF0020

System removal of end date, J00006

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
	Primary	FY0209	00	Clinician Ed Assist Prof	497C, Orthopaedics Pediatric	Oct 01, 2011	Jul 31, 2014	Jul 31, 2014	Active	<input type="radio"/>
	Overload	FY0209	U1	Assistant Professor	497C, Orthopaedics Pediatric	Oct 01, 2011	Jul 31, 2014	Jul 31, 2014	Terminated	<input checked="" type="radio"/>
	Overload	FY0209	U2	Assistant Professor	497C, Orthopaedics Pediatric	Oct 01, 2011	Jul 31, 2014	Jul 31, 2014	Terminated	<input type="radio"/>
	Overload	FY0209	U3	Assistant Professor	497C, Orthopaedics Pediatric	Dec 01, 2011	Apr 30, 2014	Apr 30, 2014	Terminated	<input type="radio"/>
	Overload	FY0209	U4	Clinician Ed-Assist Prof	497C, Orthopaedics Pediatric	Jan 01, 2014	Jan 31, 2014	Jan 31, 2014	Terminated	<input type="radio"/>

Active Jobs

Next Approval Type Go **Select Go**

New EPAF

STOP! NEVER Select Primary – Suffix 00

Choose an "Overload" Job with a U suffix

1) **Select U Suffix with a PAST "Last Paid Date" and Status "Terminated"**

2) **DO NOT USE IF IT HAS AN ACTIVE STATUS**

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
Personnel Date: MM/DD/YYYY*	07/31/2014	02/01/2015
Job Status: *(Not Enterable)	Terminated	A
FTE: *(Not Enterable)	0	0
Appointment Percent: *(Not Enterable)	100	100
Job Change Reason: *(Not Enterable)	JBEND	ADDJB

1)1st of the month the NSP will begin paying, i.e., 02/01/2015
 2)NSP's are not back dated



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	<input type="text" value="02/28/15"/>
Job End Date: MM/DD/YYYY*	07/31/2014	<input type="text" value="02/28/15"/>
Job Status: (Not Enterable)	Terminated	<input type="text" value="T"/>
Job Change Reason: (Not Enterable) JBEND		<input type="text" value="JBEND"/>

Last day of the Month the NSP stops paying

Auto Populated – (Not Enterable)

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	
New Value							
Effective Date MM/DD/YYYY	Earnings	Hours or Units Per Pay	Deemed Hours	Special Rate	Shift	End Date MM/DD/YYYY	Remove
<input type="text" value="02/01/15"/>	202, Faculty Performance Pay	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="5,000"/>	<input type="text" value="1"/>	<input type="text" value="03/01/15"/>	
<input type="text"/>	Not Selected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	
<input type="text"/>	Not Selected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	
<input type="text"/>	Not Selected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	

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 day **after** the Non-Standard Payment should stop paying

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) 9 months x \$5,000 = \$45,000

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	<input type="text" value="T"/>
Job Change Reason: (Not Enterable) JBEND		<input type="text" value="JBEND"/>

←← Last day of the Month the NSP should stop paying



Auto Populated – (Not Enterable)

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) 9 months x \$5,000 = \$45,000

Enter Special Rate, FY2029-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
<input type="text" value="02/01/15"/>	202, Faculty Performance Pay	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="5,000"/>	<input type="text" value="1"/>	<input type="text" value="07/01/2015"/>	
<input type="text"/>	Not Selected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	
<input type="text"/>	Not Selected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	
<input type="text"/>	Not Selected	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	

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 day **after** the Non-Standard Payment should stop paying

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
U	497030	3U0032	497B1	2005	P222	GNACTV				100.00	
Total:										100.00	

COA = U Ind Save and Add New Rows

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 Unrestricted, JF0020

Routing Queue

Approval Level	User Name	Required Action
20 - (DFA1) Dept Apprv Level 1 - Faculty	<input type="text"/>	Approve
40 - (CSO) College/School/Other Approver	<input type="text"/>	Approve
60 - (EAFAC) Employment Area Faculty	<input type="text"/>	Approve
93 - (FYIPAY) FYI - Payroll at Approval	<input type="text"/>	FYI
95 - (APPLY) Applier	<input type="text"/>	Apply
Not Selected <input type="checkbox"/>	<input type="text"/>	Not Selected <input type="checkbox"/>
Not Selected <input type="checkbox"/>	<input type="text"/>	Not Selected <input type="checkbox"/>
Not Selected <input type="checkbox"/>	<input type="text"/>	Not Selected <input type="checkbox"/>
Not Selected <input type="checkbox"/>	<input type="text"/>	Not Selected <input type="checkbox"/>

















Must be "Authorized Signature" for Index
 SOM = Kristin Gates, COP = , CON =
 Marie Chestnut- HSC FCO
 Stella Quintana - Payroll
 Applier = Applier, Epaf (EAAPPLIER)

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	Approve
50 - (HSCCG) HSC Contracts and Grants	  TBD	Approve
60 - (EAFAC) Employment Area Faculty	  Marie Chestnut – HSC FCO	Approve
93 - (FYIPAY) FYI - Payroll at Approval	  Stella Quintana - Payroll	FYI
95 - (APPLY) Applier	  Applier = Applier, Epaf (EAAPPLIER)	Apply
Not Selected <input type="checkbox"/>		Not Selected <input type="checkbox"/>
Not Selected <input type="checkbox"/>		Not Selected <input type="checkbox"/>
Not Selected <input type="checkbox"/>		Not Selected <input type="checkbox"/>
Not Selected <input type="checkbox"/>		Not Selected <input type="checkbox"/>

Save and Add New Rows

Comment

Comments are required.

1. One Time Payment Comments Format Examples:

Per Department FIBCI Plan

One Time Payment

\$5,000

OR

Per LOO of Offer dated 7/1/2014

One time Payment

\$10,000

2. Monthly Scheduled Payment Comments Format Examples:

Per Department FIBCI Plan

Monthly Scheduled Payment to total \$45,000 over 9 months

10/01/2014 – 6/30/2015

Monthly amount \$5,000

9 months x \$5,000 = \$45,000

OR

Per Department FIBCI 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 Department FIBCI 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 Department FIBCI 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: [Redacted]
Transaction: [Redacted] **Query Date:** Oct 01, 2014
Transaction Status: [Redacted]
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: [Redacted]
Transaction: 163434 **Query Date:** Oct 01, 2014
Transaction Status: Waiting
Approval Category: Faculty NSP HSC Restr

[Upload Documents](#)

Save Submit Delete

[Approval Types](#) | [Default Earnings](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

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](#)

[Jump to Bottom](#)

BAR Roles

Access and Training

EPAF Employment Transaction Roles			
Add	Training	Role Name	Role Description
You have it	Training complete	College/School/Other Approver	Department designated individual with the authority to approve at the College/School/ or other high approving authority level
<input type="checkbox"/>	Training complete	EPAF - Originator of Faculty Employment Transactions	Department designated individual with authority to originate a Faculty Employment Transaction EPAF.
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Training complete	EPAF-Dept Apprv Level 2 - Faculty	Department designated individual with authority to approve a Faculty Employment Transaction EPAF-Second Level approval.

UNM EPAF Resources

<http://epaf.unm.edu/>

Home Access & Training Contacts FAQ Glossary Job Aids

Electronic Personnel Action Form

- Home ⊗
- Access & Training ⊗
- Contacts ⊗
- FAQ ⊗
- Glossary ⊗
- Job Aids ⊗

Welcome!

The Electronic Personnel Action Form (EPAF) allows departments to process paperless personnel actions. EPAF's are simple, concise, and allow data to default into the document without manual data entry. The forms enable the University to process personnel actions rapidly, through an electronic approval process, providing an audit trail for personnel actions.

EPAF Advantages

- An EPAF is never lost.
- Can always be tracked electronically.
- An EPAF is created online and applied to the Banner system electronically
- Information is keyed only once, lessening the chance for data entry errors.
- Once the EPAF has been submitted, you can see who has approved it, disapproved it, made remarks about it or returned it for correction.

See Frequently Asked Questions about EPAF

[EPAF FAQ](#) ▶

Need Help? Try the Computer Based Training or a handy Job Aid


[Computer Based Training](#) ▶

[Job Aids](#) ▶

Can't find and answer? Contact an Employment Data Center (EDC)

[Contacts](#) ▶

Default Routing Queue

 **UNM**

SET UP DEFAULT ROUTING QUEUES JOB AID

As a Department EAPF 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

Electronic Personnel Action Form

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

Default Routing Queue

EPAF Originator Summary

Current History

- Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transaction Status:

Select Default Routing Queue

[New EPAF](#) | [Default Routing Queue](#) | [Search](#) | [Superuser or Filter Transactions](#)

EPAF Default Routing Queue

- Select an Approval Category and Go. Once the page refreshes, select the Approval Level, User ID and action.

Approval Category:

Select the type of action from the drop down menu.

Approval Queue

Approval Level	User Name	Required Action	Required Action
20 - (DSA1) Department Staff Approval 1	JSROUJI Jack Srouji	Approve	Approve
60 - (EASTA) Employment Area Staff	MIBROWN Michael E Brown	Approve	Not Selected
95 - (APPLY) Applier	EAAPPLIER EPAF Applier	Apply	Approve
Not Selected		Not Selected	FYI
			Apply

Save and Add New Rows

Enter a NetID for each of the Approval Levels.

Select required Action.

EPAF NOTIFICATION SETUP

<http://epaf.unm.edu/job-aids.php>

- **This setup will allow EPAF users to be notified when a transaction is awaiting “action” in *myUNM***

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)
- Deadlines can be found [here](#)

Reminders/Tips

- **New Account Codes available July 1st, 2017 for SOM (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 Krickett Marquez, Veronica Iturralde, Tracy McReynolds and Marie Chestnut as we all cover for each other.
- **Query Date must be the 1st of the payment month**
- Include the phrase “**Per Department FIBCI Plan**” in your comments. This is required in addition to any other payment description.
- **Include the payment/dollar amount in your comments.**
- **Use the correct current 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 individual incentive payment for that month.
- **The Dept Level 1 Approver – MUST be the authorized “signature” on the index** – HSC Finance is reviewing these in post audit and will be contacting department 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 an email. **You cannot do this via an EPAF.**
- **If using a restricted index be sure to use *Faculty NSP HSC Restricted, JF0015.***