

# Research Administrators Network Meeting

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NOVEMBER 12, 2019

# Contract Deadlines

Spring 2020 (Contract start dates Jan 1<sup>st</sup> – Jan 31<sup>st</sup>): **November 25, 2019**

December intersession\* (start dates Dec 14<sup>th</sup> – Dec 31<sup>st</sup>): **November 25, 2019**

\*Note: If you are submitting an intersession contract and revising the same contract for spring, you need to submit your intersession contract early enough to be processed by GS and meet the spring contract deadline of 11/25/2019.

All other Start Dates: **10 Business Days prior to Start Date**

Recommend: Review HR Reports for extensions for continuing students

*Submit early when possible!*

*Requests for retro payment will not be approved*

# All Deadlines

**New Contracts/Rehires:** Contracts with a start date in January, June, and August. Six weeks prior to the first day of the semester; all other contracts: 10 business days prior to start date

**Terminations:** 10 business days prior to termination date (applies only to contracts ending earlier than original end date on contract)

**Job Extensions:** Contracts with a start date in January, June, or August: Six weeks prior to the first day of the semester; all other contracts: 10 business days prior to start date

**Revisions (appointment percent changes, salary changes, etc.):** 10 business days prior to start date

**Non-Standard Payments (NSP):** 10 business days prior to start date (Must have all signatures including Central Accounting prior to submitting to Graduate Studies). NSPs without all signatures will be returned to the Originator.

***Requests for retro payment will not be approved.***

# Why are Deadlines Important?

Department Approver review and approval/rejection	Student review and acceptance/rejection
GS Review and approval/rejection	Federal mandates for I-9 certification
State mandates for timely payments	Payroll deduction and exemption setup
Direct Deposit setup	Financial Aid Setup and Disbursement
Insurance Enrollment	Accurate Bursar Billing

# Grants Waiting for New Index

*Employees must be paid accurately and timely for work performed, regardless of the sources of funding. If there is an anticipated delay in securing and finalizing sponsored project funding, departments should expect to pay employees for sponsored project work using departmental or college unrestricted funding sources as a temporary bridge with the expectation that once the sponsored project funding is secured and finalized. Salary transfers can then be completed moving these salary expenditures to the restricted sponsored funding.*

- Submit contract by the published deadline using a departmental or college unrestricted funding source
- Submit the following:
  - Labor change Only - Submit Labor Index Change EPAF
    - If already paid – Submit Labor Redistribution (PHAREDS)
  - Labor and Tuition **OR** Tuition Only – Revise contract
- Awaiting grant funds is not an acceptable reason for an exception to deadlines or payroll adjustment.
- Do not authorize a student to work if they do not have a contract

# Bypass Student Approval for Index Changes

If you are revising a contract to update the Labor and/or Tuition Index, the contract will move directly from Dept Approver to GS Review (will bypass student approval) as long as you only change the following:

- Labor and/or Tuition Index
- Begin Date
- Justification (including removing previous comments)

If any other changes are made (tuition hours, end date, salary, etc.), the contract will be routed for student approval.

*Note: Students will receive emails.*

# Inequities

Inequities (student pay & work hours) created by depts that miss deadlines

Example: Salary for a Pre-Master level GA at 25% for 5 months = \$3,259.02/semester

	On Time	Late	Difference
Dates	1/13/2020 - 5/15/2020	2/10/2020 - 5/15/2020	
# Weeks	18	14	4
Total Salary	\$3259.02	\$3259.02	\$0.00
Monthly Salary	$\$3259.02 \div 5 \text{ mo} = \$651.08$	$\$3259.02 \div 4 \text{ mo} = \$814.76$	\$163.60
Hourly rate	$\$651.80 \div 43.33 \text{ hrs} = \$15.04$	$\$814.76 \div 43.33 \text{ hrs} = \$18.80$	\$3.76

Student with the late contract is earning the same total salary but is working four (4) weeks less. Monthly and salary rates are higher.

# Inequities

Example: Salary for a Pre-Master level GA at 25% for 5 months = \$3,259.02/semester

For the late contract, recalculate the total salary:

$\$3259.02 \div 18 \text{ weeks} = \$181.06 \times 14 \text{ weeks} = \underline{\underline{\$2,534.79 \text{ (Total Salary)}}}$

	On Time	Late	Difference
Dates	1/13/2020 - 5/15/2020	2/10/2020 - 5/15/2020	
# Weeks	18	14	4
Total Salary	\$3259.02	\$2534.79	\$724.23
Monthly Salary	$\$3259.02 \div 5 \text{ mo} = \$651.08$	$\$2534.79 \div 4 \text{ mo} = \$633.70$	\$17.38
Hourly rate	$\$651.80 \div 43.33 \text{ hrs} = \$15.04$	$\$633.70 \div 43.33 \text{ hrs} = \$14.62$	\$0.40

4 weeks missed:  $\$181.06 \times 4 \text{ weeks} = \$724.24$



# End of the Month Start Dates

End of month start dates frequently cause many issues. Recommend starting contract on first day of the next month. Some issues include:

	Issue/Result
I-9	Students do not complete I-9 by start date. GS has to delete assignment. Dept has to complete payroll adjustment. Student must pay back funds. Dept required to revise contract with new start date.
W-4	Not enough time to set up so deductions default to Single with zero (0) allowances. Student must wait until they file taxes to recover these funds.
Direct Deposit	Not enough time to set up Direct Deposit. Students need to pick up check in person at Payroll (10am-2pm, M-F).

# Health Insurance - Billing

Insurance billing is submitted by UNM Benefits Office

Semester	Billing submitted by UNM Benefits	Requests for Early Billing deadline (only for grants ending before scheduled billing dates)
Spring/Summer 2020	3/1/2020 – 3/15/2020	2/1/2020
Summer 2020	6/23/2020 – 7/1/2020	6/1/2020
Fall 2020	10/1/2020 – 10/15/2020	9/1/2020

Submit email requests for early billing to [mcastan@unm.edu](mailto:mcastan@unm.edu) with the following information:

Student name, BID, grant index, grant index ending date

# Contact Information

Questions? Send e-mail to the GS Contracts Team at:

[assistantships@unm.edu](mailto:assistantships@unm.edu)

Website: <https://grad.unm.edu/funding/assistantships.html>